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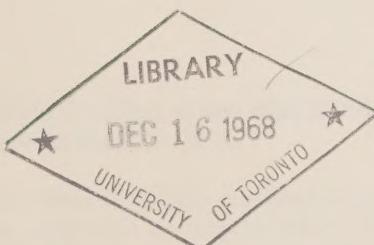
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## ISSUE MEMORANDUM

"To Holders of the "General Records Disposal Schedules of the Government of Canada, 1963".

This revised edition of 1968 should be inserted in the covers of the above-named publication and its present text removed and disposed of".



DIRECTOR, RECORDS MANAGEMENT BRANCH  
PUBLIC ARCHIVES OF CANADA





**GENERAL RECORDS  
DISPOSAL SCHEDULES  
of the  
GOVERNMENT OF CANADA**

**SECOND EDITION**

**1968**

The first edition of this manual was issued under Treasury Board Minute 615320 dated September 11, 1963.

This revised edition has been recommended by the Advisory Council on Public Records, approved by the Dominion Archivist and issued under the authority of the Public Records Order, P.C. 1966-1749 as—

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## **RECORD OF AMENDMENTS**

The amendments promulgated in the undermentioned Amendment Lists have been made in this publication.

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I

PREFACE



## **GENERAL RECORDS DISPOSAL SCHEDULES**

### **I. PREFACE**

#### **A. Purpose and Definitions**

These General Schedules apply to all departments and agencies governed by the Public Records Order, and their application and use should be encouraged within all other agencies of the Government of Canada notwithstanding the Financial Administration Act. They are designed to help and, in fact, they authorize departments and agencies to reduce the volume of their active and dormant records and to eliminate dead records holdings in certain large common fields of administrative services. The schedules originated from the former Public Records Committee and have been planned with several objectives in mind:

1. to secure standard records retention periods in the departments and agencies for housekeeping records;
2. to eliminate the time-consuming procedure in which each department or agency individually prepares schedules for the same categories of housekeeping records;
3. to achieve efficiency and economy in the areas of space, equipment and staff through,
  - (a) systematic transfer of housekeeping records to dormant storage in the departments and agencies or the Public Archives Records Centres, and
  - (b) orderly destruction of housekeeping records no longer of value;
4. to ensure the preservation and transfer to the Public Archives of Canada of housekeeping records of historical or archival value;
5. to differentiate clearly between housekeeping records on the one hand and operational records on the other hand; and
6. to aid the development of sound file classification systems in the departments and agencies through,
  - (a) standardization of records descriptions, and
  - (b) suggested arrangement of subjects in a fashion which will contribute to good filing methods.

These General Schedules constitute an actual authority for the destruction of administrative housekeeping records. To clarify the purpose of these schedules it is necessary to define certain terms:

#### *(a) Public Records*

Correspondence, memoranda or other papers, books, maps, plans, photographs, films, micro-films, sound recordings, tapes, punch cards, or other documentary material regardless of physical form or characteristics that

- (i) are made or received by any department in pursuance of federal law or in connection with the transaction of public business,
- (ii) are preserved or appropriate for preservation by that department, and

(iii) contain information on the organization, functions, procedures, policies or activities of that department or other information of past, present or potential value to the Government of Canada;

but does not include library or museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of records preserved only for convenience of reference, working papers, or stocks of publications or printed documents.

**(b) Records Schedules**

Lists of public records approved by the Dominion Archivist indicating;

- (i) the length of time each type of record may or should be retained in the active records areas of departments or agencies before transfer to dormant storage, and
- (ii) the length of time each type of record must be retained before final disposition.

**(c) Policy Records**

Throughout these General Schedules the word "policy" appears. Commonly in government circles this word has a wide range of meaning;

- (i) it reflects departmental procedures, regulations, rulings and decisions, and
- (ii) it documents and shows implementation of high-level management decisions.

Any significant policy records should be referred to the Public Archives of Canada for final disposition. Frequently, departmental files are designated as policy, but contain only information relating to the application of rulings and decisions made by control agencies: such files need not be referred to the Public Archives of Canada.

**(d) Routine Records**

Those records which provide for normal everyday action as a result of policy decisions.

**(e) Dormant Records and Closed Volumes**

Those records of a department or agency that are not required constantly for current use in the department or agency and need not be maintained in office space and equipment.

A yardstick sometimes used to judge whether or not records are dormant is that applied by records centres. Records which are not dead and which average no more than one inquiry per cubic foot per month are considered dormant records. This yardstick applies only to records in bulk of more than three or four filing cabinets.

The distinction between "dormant records" and "closed volumes of active records" must be clarified here. Closed volumes of active records are records which a department may still be using constantly. New volumes are created but the old volumes may still be active and may still be required.

**(f) Working Papers**

Working papers consist of rough notes, calculations, punch cards, preliminary drafts, research notes, etc. used in the preparation of other records such as correspondence, reports and statistical tabulations. These become of little or no value once the finished record has been produced, and should be destroyed as soon as the finished product is available in readable form. Working papers relating to the preparation of legislation, however, should be referred to the Public Archives of Canada.

(g) *Housekeeping Records*

Records pertaining to housekeeping activities such as everyday personnel, financial, purchasing and property-control actions, i.e. internal economy matters.

(h) *Operational Records*

Records created by a department or agency while carrying out its basic functions.

**B. Limitations on Coverage**

Some departments and agencies will not have all of the types of records listed in these schedules. Other departments will have far more specialized and detailed records than those covered here. These schedules are designed to accommodate most departments and agencies in common records areas. They deal with housekeeping records and not with the operational records created by departments and agencies while carrying out their basic functions.

Where a central agency has a prime responsibility for a certain government-wide operation, then that department must submit a special schedule to secure authority for destruction of records reflecting that operation. These central agencies, however, can use these General Schedules for housekeeping records pertaining to their own departmental operations.

In central service agencies there will be operational records which bear the same subject title as some of those listed in these schedules. When they are the operational records of that agency, their destruction is not authorized by these schedules.

For example, the Passport Division of the Department of External Affairs is responsible for the issue of passports to Canadian citizens. Most other departments, however, have routine correspondence files on passport matters. These other departments are authorized to destroy their records after two years in these schedules. The Passport Division of External Affairs, however, would have to make a special submission for authority to destroy its passport files since the issue of passports is the basic function of the Division.

**C. Retention Periods**

These General Schedules, approved by the Dominion Archivist, authorize the destruction of common housekeeping records after the periods listed therein. *All authorities for destruction of records of any type granted before January 1, 1945, are cancelled.* The retention periods indicated in these schedules are applicable to most departments and agencies. Records may be retained for longer periods, but only where a clear requirement for such action can be justified. Destruction will normally follow automatically at the end of the stated retention period.

Except where otherwise indicated, the retention periods are given in years, but they do not necessarily correspond to the calendar year, January 1 to December 31. What is implied is simply a period of years which could be applied at any month of the year.

Where applicable in the schedules, for items with a long retention period, a recommendation is made concerning the place of retention of the record. "A" indicates that the record in its active life is to be stored in the active records office for the years indicated. "D" indicates that the record in its dormant life is to be stored in a dormant area, whether the area is a departmental records storage area or a records centre, for the years indicated. For example, "5 years A-2, D-3" means that the record should be retained 5 years in all, of which two years would be in an active records office and three years would be in a dormant storage area.

#### **D. Records Location and Transfer**

Since these General Schedules deal primarily with records of short-term retention, most of the records listed will be destroyed within two years or less. Within such a short lifetime, it is usually not worthwhile transferring records from active to dormant areas. For those records, however, which have a lifetime of longer than two years there should always be a transfer from the active records areas to dormant storage, and the time for this transfer should be clearly indicated on the schedule.

Under the terms of the Public Records Order, the Dominion Archivist provides economical records centre storage facilities in Ottawa and other major centres. Departments are encouraged to use these facilities, complying with the Public Archives policies and directives.

For transfer of records to the Records Centre at Ottawa, phone the Head of the Accessions and Reference Division of the Records Management Branch. For the Montreal and Toronto Centres phone the head of these centres.

Departments or agencies may transfer records to another federal department or agency, or within the same department, or to the Public Archives and its Records Centres without formal authority for such a transfer. Departments or agencies may not transfer records outside the custody of the federal government, whether to provincial governments, individuals or private organizations, without having authority for such transfer from the Dominion Archivist.

#### **E. Records Duplication**

There are several areas of duplication which records management personnel should consider when scheduling records or applying records schedules. Departments and agencies may destroy duplicate copies of records whenever these duplicates have served the administrative purposes for which they were created (Order in Council 1966-1749). A major type of duplication arises from departments and agencies preparing statistics, reports and other types of issuances which are distributed widely to many other departments. The issuing department must make a submission before destroying records of this kind, but receiving departments need not do so.

The line department or agency should also consider the types of records which are duplicated in central agencies. For convenience, a number of these central agencies and some typical centralized records are listed below:

Consumer and Corporate Affairs

Department

Supply and Services Department

Statistics Canada

External Affairs Department

Supply and Services Department—  
Superannuation Division

Labour Department—Accident Prevention  
and Compensation Branch

Records of patents, copyrights, incorporation of companies, and trademarks.

Documentation of the requisitions for printing, office supplies, stationery and forms; office furniture and equipment.

Statistical records of undertakings and operations of many departments.

Records of the application for, and issue of passports by the Passport Office.

Records concerning federal government employees' pension rights.

Records of workmen's compensation in the federal government. The various provincial governments also maintain an extensive documentation of each compensation case.

National Health and Welfare Department	Records of medical examinations and other medical documents for public servants.
Privy Council Office	Orders in Council.
Public Service Commission	Incentive Award Board records, manpower inventories, etc.
Public Works Department	Records of space.
Treasury Board	Treasury Board Minutes.

Another type of duplication arises through the necessity of keeping different headquarters branches, divisions and offices of one department informed of the activities of the department. The branch or division assigned major responsibilities for an operation should maintain its records for the required period. Other branches maintaining duplicate copies for convenience or reference should destroy their duplicates as soon as the requirement for the record ceases. Departments should control the accumulation of small "office registries" composed entirely of duplicate material since, at the time of disposal, these duplicates raise the ugly question "are there originals mixed in with the duplicates?".

Another area of duplication, even triplication, occurs through the existence of field, district or regional offices in many departments. These field offices keep duplicate records for their own purposes, but often these records are completely duplicated at headquarters. In this instance the field records should be destroyed as soon as their administrative value ceases. However, because of departmental decentralization of responsibilities to field, district or regional offices, records which would not be duplicated at headquarters become the originals, and these must be scheduled. Departments should issue a statement of policy to this effect.

Originators of correspondence, forms or other types of records could help to reduce the unnecessary retention of duplicate copies by indicating on the duplicates that they are copies, and that they should be destroyed when their usefulness is ended.

#### F. Historical Records

There are some records which may be of historical value after their administrative value expires. These records properly belong in the Public Archives of Canada. Records personnel could assist the Public Archives materially by watching for types of records in which the Archives might be interested, and segregating these records for transfer to the Archives after their administrative value expires. For the definition of historical values see the appropriate appendix.

In these General Schedules the archival interest has been indicated in two ways:

- (i) by a statement that after expiry of the retention period indicated the records should be transferred intact to the Public Archives for permanent retention, or
- (ii) through a statement that after expiry of the retention period the Public Archives should have an opportunity to examine the records to select certain ones for retention.

This second technique is called "selective retention". The authority for destruction exists, but the Public Archives wishes to make a selection from the records involved before the authority is applied.

#### G. Benefits of Scheduling

The application of these schedules will ensure that only active records are kept in high-cost office space and equipment, and the temporary, the worthless, the short-term record is eliminated through outright destruction or through transfer to economical storage areas. Proper scheduling cannot help but raise the overall value of the records being maintained in the active areas. In the federal government it is obvious that volume of records is often mistakenly used as a yardstick to gauge the quality

and activity of records. Volume of records alone should not be the criterion used for establishing staff, equipment and space requirements. It may be one of several major factors to consider, but volume in excess usually indicates only one thing—poor records management.

## **H. Records Destruction Reporting**

Each department, including its field offices, shall keep an accurate record of the volume, expressed in cubic feet, of records which it destroys each fiscal year. Such information should be readily available, for records program planning purposes, to departmental administrative personnel, as well as to any government-wide organization active in the field of government records. This information is required to be reported annually by fiscal year by the Records Manager to the Director, Records Management Branch, Public Archives of Canada, Ottawa, Ontario. For further details, see the appendix "Procedures for the Disposal of Records".

## **I. Application of Schedules**

Departments and agencies can apply these or any other schedules with a minimum of labour and inconvenience by using well-established scheduling techniques. Most of these techniques are geared to proper records classification.

Any good arrangement of records will provide for the separation, from the time of creation, of the permanent or long-term record from the temporary or short-term record. There are several methods of such separation, the best-known of which is probably cutting-off, or breaking the file. This "cut-off" (or "break" as it is known) can be achieved in several ways.

One technique is simply that of having separate policy and routine files for significant subjects. The policy file grows slowly, is cut off infrequently and has a longer retention period than the routine file. The routine file usually expands rapidly, is cut off (or closed off) regularly, transferred to storage areas and destroyed after a relatively short period of time. The cut off can be based upon a period of time such as a calendar or fiscal year, or on the completion of an action or an event such as the settlement of a court case or the disposal of a piece of property or equipment.

For subjects in which new volumes are created frequently, the files can be broken not only by year but also by volume number within that year. For example, for any given subject the volumes will be arranged numerically within each year. When the schedule is being applied there will be no need to remove some papers from a file and retain the others. If the volume number contains the year, e.g. volume 1 of 1968, expressed as 1/68 or 1(68), then all records are immediately identified as to year. Commonly, individual volumes of files span a period of more than one year. In these cases departments normally indicate the dates covered either by the use of a code or through stamping on the file jacket the first and last years covered. If a record has a two year retention period in an active records area, any closed volume is immediately identified and removed for destruction or for transfer to a storage area. There is no time wasted in checking files for date coverage, or in re-arranging volume numbers.

The important point about any schedule is that it should be arranged to eliminate entirely, or almost entirely, weeding, stripping or reviewing files before they are retired. Such weeding is almost always unjustified because of the large expense in man hours.

## **J. Arrangement of the General Schedules**

The attached schedules are divided into six large groups of records:

Schedule 1. Administration

Schedule 2. Finance

Schedule 3. Personnel

Schedule 4. Buildings, Lands and Properties

Schedule 5. Equipment and Supplies

Schedule 6. General Services.

Each of these schedules has a foreword which defines the schedules, what is and what is not included, as well as giving details of probable areas of duplication of records. Within each schedule the major subjects are arranged alphabetically and sub-divided, where applicable. Opposite each subject there is a description where necessary of the type of record involved. For some entries there is in addition a note about recommended ways of filing. In the "Retention Period and Remarks" column, many entries are designated for consultation with the Public Archives of Canada for selective retention. Records Managers are advised to ensure that departmental staff applying these schedules keep this in mind.

An alphabetical index of subjects and cross-references has been included in this publication. The index gives headings under which various types of records will be found as well as the schedule number. Further identification is unnecessary since each schedule is arranged alphabetically internally.



## II

### GENERAL SCHEDULES



## **Schedule 1**

### **ADMINISTRATION**

Schedule 1 reflects the administrative services of the various departments or agencies. The Administration Branch, as well as other branches of a department, will also be interested in records relating to finance, personnel, buildings, lands and properties, equipment and supplies and general services. Separate schedules have been provided for these latter categories.

The Administration Schedule includes such large records areas as: associations and societies; campaigns and canvassing; committees, boards, etc.; inventions and patents; investigations and boards or courts of inquiry; legal matters; acts and legislation; regulations, orders, instructions and directives; visits, tours and itineraries, etc. There are many smaller records holdings also included in this schedule.

Doubtless there will be some duplication between those records maintained in the Administration Branch and those records in other branches and divisions or district, field or regional offices of any one department. Although this section deals basically with the Administration Branch records, in some departments many of the records mentioned here will be found not in the Administration Branch but in other divisions. Duplicate records maintained at other levels should be destroyed when they have served their purpose.

Cases may arise in which the retention period will not be sufficient for individual circumstances. In such cases the record could be retained for an additional length of time sufficient to satisfy departmental needs.



## Schedule 1

## ADMINISTRATION

Subject Group	Subject	Description	Retention Periods and Remarks	
General		Miscellaneous and routine matters not covered in this schedule	Policy Routine	5 years 2 years A-2, D-3
Accidents (Personnel—See Personnel Schedule)	Aircraft, explosives, railway, ships, vehicles, equipment, etc.	Policy Routine	5 years 2 years	A-2, D-3
		Individual accidents whether or not claim or liability involved.		2 years after settlement of claim or release.
Acts and Legislation	General	Provincial, territorial or foreign.	3 years	
	Individual Federal Bills, Acts and statutory orders and regulations	Correspondence, working papers, etc. leading to their preparation and amendment.		Department or agency primarily concerned 5 years after enactment or non-enactment. Before disposal consult the Public Archives of Canada for selective retention. A-2, D-3
	Orders-in-Council, Cabinet directives and Treasury Board Minutes.			Other departments 3 years  1 year after superseded, obsolete or action completed.
Agreements (Financial—See Finance Schedule)	General	Federal, provincial, territorial or foreign.		1 year after superseded. Before disposal consult the Public Archives of Canada for selective retention.
Appreciation, Condolences, Congratulations and Greetings		Special occasions, holidays, congratulations to royalty, etc.	1 year	
Associations, Clubs, Federations, Institutes, Leagues, Orders and Societies		Policy, proceedings, minutes, annual reports, financial statements, etc.	5 years Before disposal consult the Public Archives of Canada for selective retention.	A-2, D-3
		Records of incorporations, annual statements, shareholders, etc.		Consumer and Corporate Affairs— Before disposal consult the Public Archives of Canada for selective retention. <i>(See also next page)</i>

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



**Schedule 1****ADMINISTRATION**

Subject Group	Subject	Description	Retention Periods and Remarks		
Associations, Clubs, Federations, Institutes, Leagues, Orders and Societies (cont'd)		Routine correspondence including memberships, social functions, invitations, subscriptions, etc.	1 year		
Badges	Coats of Arms, crests, emblems, insignia.	Policy Routine	5 years 2 years	A-2, D-3	
Boards and Courts of Inquiry	General	Fire, theft, loss, financial, legal, etc. Major	5 years 2 years	A-2, D-3	
Briefings	By or to individuals on specific interests.	Does not include petitions or collective briefs.	Before disposal consult the Public Archives of Canada for selective retention.	1 year	
Cafeterias, Canteens, Institutes and Messes	General	Correspondence on hours of operation, equipment, space, sanitation, catering services, etc.	2 years	A-2, D-3	
Campaigns, Canvassing and Soliciting	Accounting	Policy Routine	5 years 2 years	A-2, D-3	
	General		5 years 2 years	A-2, D-3	
	Blood Donor Clinics		1 year		
	Charitable	United Appeal, etc.	1 year plus current campaign		
	Canada Savings Bonds		1 year plus current campaign		
Ceremonies and Celebrations		Laying of cornerstones, Remembrance Day ceremonies, inaugurations, etc.	2 years. Before disposal consult the Public Archives of Canada for selective retention.		
Committees, Boards, Panels, Conferences, Symposia, Meetings, etc.	General	Correspondence on agenda, notices, minutes of meetings, proceedings etc.	1 year		
	Routine		For departments primarily responsible for the organization.	A-2, D-3	
	Other		5 years		

(See also next page)

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



## Schedule 1

## ADMINISTRATION

Subject Group	Subject	Description	Retention Periods and Remarks		
Committees, Boards, Panels, Conferences, Symposia, Meetings, etc. (cont'd)	General (cont'd)	Other (cont'd)	Before disposal consult the Public Archives of Canada for selective retention.		
Complaints		Letters of	For departments associated with, but not primarily responsible for the organization.		
Co-operation and Liaison		Co-operation and liaison with foreign, provincial, territorial and municipal governments and other federal government departments or agencies.	2 years	5 years	A-2, D-3
Corporations, Companies and Firms		Routine correspondence, solicitations, brochures, pamphlets, inquiries, statements, etc.	Before disposal consult the Public Archives of Canada for selective retention.	1 year	
Cultures and Customs	For most subjects see under subject concerned, e.g. Contracts.			5 years	A-2, D-3
	General, Doukhobors, Mennonites, Indians, Metis, bilingualism and biculturalism.	Policy	2 years		
Emergency Measures	Civil Defence	Memoranda, minutes, exercises, information kits, instructions, wardens, etc.		5 years	A-2, D-3
		Policy	2 years		
	Demonstrations and riots	Civil power aid.		5 years	A-2, D-3
			Before disposal consult the Public Archives of Canada for selective retention.		
	Disasters	Floods, fires, avalanches, train wrecks.		5 years	A-2, D-3
			Before disposal consult the Public Archives of Canada for selective retention.		
	Evacuation	Of personnel, dependents in the event of war.		5 years	A-2, D-3
			Before disposal consult the Public Archives of Canada for selective retention.		
	National Survival	Policy	5 years	A-2, D-3	
		Routine	2 years		

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada



Schedule 1

ADMINISTRATION

Subject Group	Subject	Description	Retention Periods and Remarks
Gifts and Donations		Other than financial, excludes campaigns and canvassing.	2 years
Historical Matters		Records outlining the growth and activities of departments and agencies.	5 years A-2, D-3 Transfer to the Public Archives of Canada
International Affairs and Relations	General, commissions, missions, pacts and treaties.		5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention.
Inventions and Patents		Patented	3 years after expiry of patent.
		Rejected	3 years
Investigations	General	Fire, theft, loss, financial, legal, etc. Major	5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention.
		Minor	2 years
Lectures and Lecturers		Addresses and speeches, arrangements for speakers	1 year
Legal Matters (Not legal documents)	Routine correspondence		2 years
	Decisions, rulings and opinions.		5 years after superseded or obsolete. A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention.
	Powers of attorney, commissions of office such as notaries-public, etc.		1 year after expiry or obsolete.
Licences, Passes and Permits	Licences and permits	Policy	5 years A-2, D-3
		Routine	1 year
		Specific licences and permits issued to departments.	1 year after expiry or obsolete.
	Passes	Admission privileges, building passes, etc.	6 months after expiry or obsolete.
Maps, Charts and Photographs	General	Production and reproduction	2 years
		Requests for and distribution of.	6 months

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



Schedule 1

ADMINISTRATION

Subject Group	Subject	Description	Retention Periods and Remarks
Organization		Policies, procedures, functions, responsibilities, boundaries, etc. Routine	5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention. 2 years
Parliament	Inquiries	Tabled material, returns to addresses, orders for returns, etc.	5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention.
	Royal Commissions	Commission documents Departmental records.	Transfer to the Public Archives of Canada after completion of the work of the commission.
	Other Commissions	Ministerial level, departmental, etc.	5 years after the completion of the work of the commission. Before disposal consult the Public Archives of Canada for selective retention. A-2, D-3
Plans and Planning (Programs)		Policy Routine	5 years A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention. 2 years
Politics	Elections	Federal, provincial and other governmental organizations, including ballot papers, election accounts, policy re elections, etc.	Retain records of previous election only.
Regulations, Orders and Directives	General	Routine departmental operating and administrative orders, including circular letters, regulations, daily routine orders, etc.	1 year after superseded or obsolete.
Reports and Returns	General	See under the specific subject(s) of the report, as well as below.	
	Annual (departmental)	Drafts, supporting documentation and correspondence.	1 year after publication of report. Before disposal consult the Public Archives of Canada for selective retention.
	Others	Weekly, monthly, etc., of a routine nature.	3 years or when superseded by a cumulated report.

(See also next page)

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



**Schedule 1****ADMINISTRATION**

Subject Group	Subject	Description	Retention Periods and Remarks	
Reports and Returns (cont'd.)	Intelligence	Military, criminal.  Post reports from abroad.	3 years. Before disposal consult the Public Archives of Canada for selective retention.  For departments primarily concerned 3 years. Before disposal consult the Public Archives of Canada for selective retention.  Other departments 1 year or when superseded or obsolete.	
Statistics	General		5 years	A-2, D-3
Visits, Tours and Itineraries	General	Policy	5 years	A-2, D-3
	Routine itineraries	Routine	1 year	
	Royal dignitaries and heads of state.		6 months	
	Other dignitaries		1 year	

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



## Schedule 2

### FINANCE

This schedule deals with the official financial records kept by the Financial Branch of each department and agency, not with any duplicate financial documentation retained by other branches or smaller divisions and sections of the same departments and agencies for their own current reference convenience. Where such duplicate financial records exist, they should be considered to be and treated as duplicate copies of the original official records as discussed in the preface. Therefore, they may be destroyed without the requirement for a specific authority as soon as the need for their retention ceases.

The records covered by this schedule reflect the receipt, control and expenditure of public funds, and the departmental and agency activities exercised over these functions. The schedule includes such records as: accounts payable, accounts receivable, allotments, appropriations and disbursements, audits and auditing, claims, contracts, debts to and from the Crown, estimates, expense accounts, funds, grants, imprest accounts, banking operations, petty cash, financial ledgers and registers, cheques and cheque lists, and all types of pay matters as financial documentation.

The schedule does not include similar salary and wages matters required by and from a personnel management viewpoint which will be found in the Personnel Schedule. Nor does it include the procurement of equipment and supplies operations which will be found in the Equipment and Supplies Schedule. However, it does cover the financial records of payments arising from the purchase of such equipment and supplies.

Cases may arise in which the retention period indicated will not be sufficient for some individual circumstances. In such cases, the record could be retained for an additional length of time sufficient to satisfy any particular or peculiar departmental or agency needs.

For information, this schedule is a composite of the original Schedule 2 — FINANCE — and the former Appendix B of the General Records Disposal Schedules and retains the retention periods authorized for the Appendix. Whereas until 1 April, 1969, the TB Minute 600427 at Appendix B applied to the records of the former Comptroller of the Treasury organization, and the Finance Schedule 2 applied to the equivalent types of records of departments and agencies, these two separate schedules still apply to records dated prior to 1 April, 1969.

Now this composite Finance Schedule 2 will apply to records created after 1 April, 1969, and in the case of the Department of Supply and Services shall be regarded as both

- (a) a housekeeping schedule, and
  - (b) an operational schedule,
- after that date.

*Note:*—Where appropriate, the retention periods are in numbers of completed fiscal years over and above the current fiscal year. For the instances shown in months, the retention periods are for the number of months from the date of the creation of the records.



**Schedule 2**

**FINANCE**

Subject Group	Subject	Description	Retention Periods and Remarks	
General	Miscellaneous	Subjects not shown elsewhere in the schedule Policy Routine	5 years 2 years	A-2, D-3
Accounts and Accounting	General Correspondence	Appropriations, disbursements, etc. Procedure and Policy Routine	5 years 2 years	A-2, D-3
	Ledgers and registers	See under Ledgers and Registers		
	Statements	See under Statements		
	Suspense including ledgers	After transfer to the appropriate account	1 fiscal year	
Accounts Payable (Expenditures)	General correspondence	Policy Routine	5 years 2 years	A-2, D-3
	<i>Invoices, Vouchers —</i>			
	Commercial firms, suppliers, hospitals, etc.		5 fiscal years	A-2, D-3
	Ledgers and Registers	Expenditure: Imprest Account	5 fiscal years	A-2, D-3
	Services rendered to the department	Advisory, professional, technical, etc., e.g. consultants, doctors, lawyers, nurses, etc.	5 fiscal years	A-2, D-3
	Services to other departments		5 fiscal years	A-2, D-3
	Statements	See Statements—Accounts Payable and Receivable		
	Utilities	Light, power, telephone, telegraph, etc.	5 fiscal years	A-2, D-3
	Vouchers (All)	Abstracts, bills of lading, cheque requisitions, contracts, credits to advances, facings, imprest accounts, progress payments, purchase orders and requisitions including local, refunds, removal and travel claims, travel warrants, etc.	5 fiscal years	A-2, D-3
Accounts Receivable (Revenues)	General correspondence	Policy Routine	5 years 2 years	A-2, D-3

(See also next page)

Significant policy records as defined in paragraph I.A(c) of the preface should be transferred to the Public Archives of Canada.

## Schedule 2

## FINANCE

Subject Group	Subject	Description	Retention Periods and Remarks	
Accounts Receivable (Revenues) (Cont'd.)	Credit notes and refunds	For return of goods and containers, etc.	5 fiscal years	A-2, D-3
	Ledgers and Registers	Including Refund: Refund and Drawbacks Ledgers	5 fiscal years	A-2, D-3
	Statements	See Statements—Accounts Payable and Receivable		
	Vouchers (All)	Bills, credits, official receipts, receipt forms, sales slips, etc. from all sources including accounts recoverable from concessions, claims, fees, rentals, etc.	5 fiscal years	A-2, D-3
Agreements and Arrangements	General correspondence	Policy Routine	5 years	A-2, D-3
	Federal-provincial		2 years	
	Individual	Including Ledgers	5 fiscal years Before disposal, consult Public Archives for selective retention.	A-2, D-3
Allotments	General correspondence	Policy Routine	5 years	A-2, D-3
	Ledgers and Registers		2 years	
	Vouchers	Transfers between primaries	5 fiscal years	A-2, D-3
Allowances	General correspondence	Policy Routine	5 years	A-2, D-3
	Entertainment		2 years	
	Ledgers and Registers	Family Allowance: War Veterans Allowance	1 fiscal year	
Audits and Auditing	General correspondence	Policy Routine	5 fiscal years	A-2, D-3
	Reports		2 years	
Banks and Banking	General correspondence	Policy Routine	5 fiscal years	A-2, D-3
	Exchange rate sheets		2 years	
		Bank of Canada	1 fiscal year	

(See also next page)

Significant policy records as defined in paragraph I.A(c) of the preface should be transferred to the Public Archives of Canada.

**Schedule 2**

**FINANCE**

Subject Group	Subject	Description	Retention Periods and Remarks	
Banks and Banking (Cont'd.)	Statements (and reconciliations)	Imprest Accounts	5 fiscal years	A-2, D-3
		Cheque Redemption Control Division	1 fiscal year	
	Vouchers	Receipts, copies of transfers of funds, etc.	1 fiscal year	
		Deposit slips	1 month	
Bonding	Of employees		2 years	
Cash Accounting	General correspondence	Policy Routine	5 years	A-2, D-3
			2 years	
	Ledgers and Registers	Cash Blotters: Cash Books: Cash Summaries Receipts Registers: Wharfage Books	5 fiscal years	A-2, D-3
Cheques	General correspondence	Cash Control Records	1 fiscal year	
		Routine	2 years	
	Actual cheques paid (i.e. cashed)	Including like instruments	5 years	A-2, D-3
	Abstracts	Attached to supporting vouchers	5 fiscal years	A-2, D-3
		Other copies	1 fiscal year	
		Bank statements and reconciliations	5 fiscal years	A-2, D-3
	Election warrants	Imprest banking accounts	5 fiscal years	A-2, D-3
			5 fiscal years	A-2, D-3
		General Lists	5 fiscal years	A-2, D-3
	Lists (and Transcripts) (All)	Cancelled cheques	1 fiscal year	
		Deposited to bank accounts	1 fiscal year	
		Pay—See Pay—Lists		
		Returned cheques —subsequently cancelled —subsequently paid	1 fiscal year 5 fiscal years	A-2, D-3
		Statutory declarations	1 fiscal year	
			1 fiscal year	
	Receipts for		5 fiscal years	A-2, D-3
	Registers			
	Requisitions	See Accounts Payable— Vouchers		
	Returned	Undeliverable	Cancel after 6 months; then destroy after 5 years.	

(See also next page)

Significant policy records as defined in paragraph I.A(c) of the preface should be transferred to the Public Archives of Canada.

## Schedule 2

## FINANCE

Subject Group	Subject	Description	Retention Periods and Remarks	
Cheques (Cont'd.)	Transcripts		5 fiscal years	A-2, D-3
	Vouchers	Returned	1 fiscal year	
Claims	General correspondence	By and against the Crown Policy Routine	5 years 2 years	A-2, D-3
	Individual claim files whether settled or uncollectible	Case files resulting in recovery of debts due to and against the Crown finalized or approved for deletion by Treasury Board to amount of \$ 100	1 year after all action complete	
		As above in excess of \$100 but not over \$1000	2 years after all action complete	
		As above over \$1000	5 years after all action complete	A-2, D-3
Coding	General correspondence	Policy Routine	5 years 2 years	A-2, D-3
Contracts	General correspondence	Agreements, acceptances of tender, etc.		
		Policy Routine	5 years 2 years	A-2, D-3
	Individual contract files	Case files re purchases, rentals, services, etc.		
		Less than \$1000	3 years after completion and non-renewal	
		More than \$1000	5 years after completion and non-renewal	A-2, D-3
	Ledgers and Registers		5 fiscal years	A-2, D-3
Credit	See Accounts Receivable			
Duties and Tariffs	General correspondence	Policy Routine	5 years 2 years	A-2, D-3
	Customs, excise, exports, imports forms		2 years	
Encumbrances	General correspondence	Policy Routine	5 years 2 years	A-2, D-3
	Adjustments		1 fiscal year	
	Individual F.E.s		1 fiscal year	
	Ledgers and Registers		1 fiscal year	
	Transfers	Sub-allotment	1 fiscal year	
Estimates and Budget	General correspondence	Policy Routine	5 years 2 years	A-2, D-3
	Annual	Departmental Branch or division	5 fiscal years 2 fiscal years	A-2, D-3

Significant policy records as defined in paragraph I.A(c) of the preface should be transferred to the Public Archives of Canada.

## Schedule 2

## FINANCE

Subject Group	Subject	Description	Retention Periods and Remarks	
Fees	General correspondence	Consultant, professional, etc. services Policy Routine	5 years 2 years	A-2, D-3
	Individual	See Accounts Payable—Services rendered and Accounts Receivable—Vouchers		
Forecasts	Use Estimates and Budget			
Funds	General correspondence	Policy Routine	5 years 2 years	A-2, D-3
	Ledgers and Registers	See under Ledgers and Registers		
	Non-public	Policy Flower, gift, etc. Routine	5 years 2 years	A-2, D-3
	Schools	Policy Routine	5 years 2 years	A-2, D-3
Grants	General correspondence	Policy Routine	5 years 2 years	A-2, D-3
	Individual grant files	Case files Operational	2 fiscal years after final payment Submit for disposal authority	
Imprest Accounts	Ledgers and Registers	See under Accounts Payable—Ledgers		
	Vouchers	See under Accounts Payable—Vouchers		
Insurance	General correspondence	Policy Routine	5 years 2 years	A-2, D-3
Ledgers and Registers (See also under Ledgers and Registers by the subject group)	General Ledgers		5 fiscal years	A-2, D-3
	Specific by Name	<i>Not shown elsewhere</i> Accounts Payable—See Accounts Payable Accounts Receivable—See Accounts Receivable Allotment—See Allotments		

(See also next page)

Significant policy records as defined in paragraph I.A(c) of the preface should be transferred to the Public Archives of Canada.

## Schedule 2

## FINANCE

Subject Group	Subject	Description	Retention Periods and Remarks
Ledgers and Registers (See also under Ledgers and Registers by the subject group) (Cont'd.)	<i>Specific by Name</i> (cont'd)	<p><i>Not shown elsewhere</i></p> <p>Allowance—See Allowances</p> <p>Canadian Pension Commission</p> <p>Cash—See Cash Accounting</p> <p>Central Control of the Government of Canada</p> <p>Contract—See Contracts</p> <p>Encumbrance—See Encumbrances</p> <p>Eskimo Loan</p> <p>Establishment</p> <p>Expenditure—See Accounts Payable Ledgers</p> <p>Family Allowance—See Allowances</p> <p>Federal-Provincial—See Agreements</p> <p>Fishermen's Indemnity Fund</p> <p>Harbour Dues</p> <p>Holdback</p> <p>Imprest Account—See Accounts Payable</p> <p>Indian Land Sales and Timber Sales</p> <p>Indian Savings and Trust Funds</p> <p>Invoice</p> <p>Journal Vouchers—See Vouchers</p> <p>Legal Payments Made Record</p>	<p>5 fiscal years A-2, D-3</p> <p>Permanent A-2, D-8 and transfer to Public Archives</p> <p>5 fiscal years A-2, D-3</p> <p>5 fiscal years A-2, D-3</p> <p>Submit for disposal authority</p> <p>5 fiscal years A-2, D-3</p> <p>5 fiscal years A-2, D-3</p> <p>Submit for disposal authority</p> <p>Submit for disposal authority</p> <p>1 fiscal year</p> <p>1 fiscal year</p>

(See also next page)

Significant policy records as defined in paragraph I.A(c) of the preface should be transferred to the Public Archives of Canada.

## Schedule 2

## FINANCE

Subject Group	Subject	Description	Retention Periods and Remarks		
Ledgers and Registers (See also under Ledgers and Registers by the subject group) (Cont'd.)	<i>Specific by Name (cont'd)</i>	<i>Not shown elsewhere</i> Loans and Advances to Employees Loans and Investments Old Age Security Open Accounts Postage—See Postage Accounts RCAF Treasury Account Cards Refund: Refund & Drawbacks—See Accounts Receivable Security Deposit Soldier Settlement (W.W.I.) Suspense—See Accounts and Accounting—Suspense Travel Advance—See Travel Treasury Bills Trust Veterans' Benefit War Veterans' Allowance—See Allowances	3 fiscal years 5 fiscal years A-2, D-3 5 fiscal years A-2, D-3 Submit for disposal authority 5 fiscal years A-2, D-3 5 fiscal years A-2, D-3 Submit for disposal authority 5 fiscal years A-2, D-3 5 fiscal years A-2, D-3 1 year after death provided all estate matters settled Submit for disposal authority 5 fiscal years A-2, D-3 5 fiscal years A-2, D-3 2 fiscal years		
Pay	Accounts	Retirement Fund (Individual) Superannuation opening balances January 1, 1954	A-2, D-3 A-2, D-3 A-2, D-3		
	Allowances and deductions	RCMP authorization forms	A-2, D-3		
	Assigned pay	Documentation	A-2, D-3		
	Canada Savings Bonds	Pledges	A-2, D-3		

(See also next page)

Significant policy records as defined in paragraph I.A(c) of the preface should be transferred to the Public Archives of Canada.

## Schedule 2

## FINANCE

Subject Group	Subject	Description	Retention Periods and Remarks
Pay (Cont'd)	Cards	<p><i>Earnings Records</i> — Complete pay record of employee service for Classified, Casual, Locally Engaged, Part-time, Prevailing Rate, Seasonal, Sessional employees.</p> <p><i>Annuitants Ledger</i></p>	Destroy at age 70 or 1 year after death of employee
	Death benefit	Requisitions for payment	2 years after cessation of payment to the annuitant or heirs provided no action pending or anticipated
Files		<p><i>Annuitants</i></p> <p>Service records benefit authorizations, life certificates and deduction notices (terminated files)</p>	5 fiscal years after final payment A-2, D-3
		<i>Terminated Employees</i>	3 fiscal years
Lists		<p><i>Deduction Remittance</i></p> <p><i>Paylists</i> —</p> <p>Annuitant Deduction</p> <p>Cheque lists detailing salary cheques for</p> <ul style="list-style-type: none"> <li>(a) Classified employees (including living allowances)</li> <li>(b) Casual, Prevailing Rate, etc. employees (where full Earnings Records Cards are maintained)</li> <li>(c) Where Earnings Records Cards either do NOT exist or do NOT contain all the information required)</li> </ul> <p><i>Deduction</i></p>	To conform with Appendix C 2 fiscal years 9 months 5 fiscal years A-2, D-3 5 fiscal years A-2, D-3 54 years from the date of the pay period 9 months <i>(See also next page)</i>

Significant policy records as defined in paragraph I.A(c) of the preface should be transferred to the Public Archives of Canada.

## Schedule 2

## FINANCE

Subject Group	Subject	Description	Retention Periods and Remarks	
Pay (Cont'd.)	Lists (Cont'd.)	Superannuation and Pension payment cheque lists	5 fiscal years	A-2, D-3
	Payroll time summaries, controls and deduction authorizations		5 fiscal years	A-2, D-3
	Pension records	Locally engaged employees	Destroy at age 70 or 1 year after death provided no action pending or anticipated	
	Refund records	Individual	Destroy at age 70	
	Staff Pay Certificates		2 fiscal years	
	Statements	Annuitants Earnings Records	9 months	
		Cash Gratuity	5 fiscal years	A-2, D-3
		Earnings Records	5 fiscal years	A-2, D-3
	T.4 and TP.4 Returns		5 fiscal years	A-2, D-3
Petty Cash			2 fiscal years	
Postage Accounts	General correspondence	Including bulk payment system		
		Policy Routine	5 years 2 years	A-2, D-3
Receipts	Ledgers and Registers	Daily Records and Advance Accounts	1 fiscal year	
	General correspondence	For goods and services received, letters of acknowledgement, lists, routine individual receipts, etc.	1 fiscal year	
Refunds	See Accounts Payable—Vouchers and Accounts Receivable—Credit notes and Accounts Receivable—Ledgers			
Registers	See Ledgers and Registers and by the subject group			
Regulations and Orders	General correspondence	Policy Routine	5 years 2 years	A-2, D-3

(See also next page)

Significant policy records as defined in paragraph I.A(c) of the preface should be transferred to the Public Archives of Canada.

## Schedule 2

## FINANCE

Subject Group	Subject	Description	Retention Periods and Remarks	
Regulations and Orders (Cont'd.)	Re Individual payments		5 fiscal years	A-2, D-3
Revenue	See Accounts Receivable			
Signing Authority	General correspondence	Policy Routine	5 years 2 years	A-2, D-3
	Lists		When superseded	
Statements, Summaries and Reports	Accounting miscellaneous	Not otherwise provided for herein— Daily, monthly, quarterly, Yearly	1 fiscal year 5 fiscal years	A-2, D-3
		Published in the Public Accounts	2 fiscal years	
	Accounts Payable and Receivable (Expenditures and Revenues)	Listings by vote, primary, sub-allotment, financial encumbrance, or establishment  Monthly  Yearly	3 fiscal years 5 fiscal years	A-2, D-3
	Bank	See under Banks		
	Pay	See under Pay		
Taxes	Federal, provincial, municipal, other than income tax for which see the Personnel Schedule	Amusement, property, sales taxes, etc.  Policy Routine	5 years 2 years	A-2, D-3
	Individual Accounts	See Accounts Payable and Accounts Receivable		
Travel	General correspondence	Allocations, expenditures, etc.  Policy Routine	5 years 2 years	A-2, D-3
	Expense claims individual	Advances, requisitions, warrants, etc. re mileage, removal, travel, etc.	5 fiscal years	A-2, D-3
	Ledgers and Registers	Travel Advance	5 fiscal years	A-2, D-3
Vouchers	Accounts Payable	See Accounts Payable		
	Accounts Receivable	See Accounts Receivable		
	Bank	See Banks		

(See also next page)

Significant policy records as defined in paragraph I.A(c) of the preface should be transferred to the Public Archives of Canada.

**Schedule 2****FINANCE**

Subject Group	Subject	Description	Retention Periods and Remarks
Vouchers (Cont'd.)	Cheque	See under Cheques—Abstracts —Vouchers	
	Journal and Journal Registers		5 fiscal years A-2, D-3
	Security Deposit and Release Forms		1 fiscal year
	Stores issue		2 fiscal years

Significant policy records as defined in paragraph I.A(c) of the preface should be transferred to the Public Archives of Canada.



## Schedule 3

### PERSONNEL

Schedule 3 covers records relating to the employment of members of the Public Service of Canada, the Canadian Armed Forces, and the Royal Canadian Mounted Police. In addition to the individual personnel records, this schedule includes such subject areas as attendance, employment, establishments, leave and holidays, promotions and reclassifications, salaries and wages, training and development of staff, and working conditions.

This schedule deals with the official personnel records kept by the Personnel Branch of each department or agency, not with the many duplicate records retained by other branches, smaller divisions and sections for their own current reference convenience. Where such duplicate records exist, they should be considered to be and treated as duplicates, which means that they may be destroyed without any specific authority as soon as the requirement for them ceases.

The Public Service Commission has basic responsibilities in the field of personnel operations assigned to the Commission by the Public Service Employment Act. In this field too, other central agencies have large responsibilities so that there is bound to be some overlapping and duplication of records maintained by the several different offices and the ordinary department or agency. This schedule does not include the records of these central agencies.

The retention periods for personnel files of individual public employees are covered by Appendix C. The retention requirements for individual pay records are shown in Schedule 2 — FINANCE — but the disposal of documentation of a similar nature in the Personnel Branch of the departments and agencies has been provided for in this Schedule 3.

Cases may arise in which the retention period indicated for the subject files relating to personnel will not be sufficient for individual circumstances. In such cases, the record could be retained for an additional length of time sufficient to satisfy the departmental or agency needs.



**Schedule 3****PERSONNEL**

Subject Group	Subject	Description	Retention Periods and Remarks	
General		Miscellaneous and routine matters not covered in this schedule.	Policy	5 years A-2, D-3
			Routine	2 years
Accidents and Injuries	Personnel only: others see Administration Schedule.	Workmen's compensation	Policy	5 years A-2, D-3
			Routine	2 years
		Individual cases.		Other departments 3 years providing the Accident Prevention and Compensation Branch has original or copies of pertinent documents.
Accreditations and Credentials			Policy	5 years A-2, D-3
			Routine	2 years
Allowances	See Finance Schedule		Policy	5 years A-2, D-3
Appeals and Grievances			Routine	2 years
Appointments	Honorary, permanent and term.		Policy	5 years A-2, D-3
			Routine	2 years
Attendance and Punctuality			Policy	5 years A-2, D-3
			Routine	2 years
		Registers, reports, etc.		3 months after fiscal year expires.
Classification	Job analysis, standards, and revision program		Policy	5 years A-2, D-3
			Routine	2 years
		Position files		1 year after superseded or obsolete
Collective Bargaining	Agreements, arbitration by categories.			Submit for destruction authority.
Competitions, Examinations and Manpower Inventories			Policy	5 years A-2, D-3
			Routine	2 years
		Boards, eligibility lists, etc.		1 year after appointment and/or the expiry of an eligibility list.

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



## Schedule 3

## PERSONNEL

Subject Group	Subject	Description	Retention Periods and Remarks	
Discipline		Boards or courts of inquiry, investigations, irregularities, etc., involving personnel.		
		Policy	5 years	A-2, D-3
		Routine	2 years	
		Individual cases		
		negative results	2 years	
		positive results	5 years	A-2, D-3
Employment and Recruiting	General		Policy	5 years
			Routine	2 years
	Advertising campaigns			1 year
	Applications for			1 year
	Casual, consultants, corps of commissioners, prevailing rates, professional, scientific and summer students.		Policy	5 years
			Routine	2 years
Establishment			Policy	5 years
			Routine	2 years
		Individual		3 fiscal years
Evaluation and Performance Review		Efficiency ratings and evaluations.	Policy	5 years
			Routine	1 year
		Individual efficiency ratings		3 years
Exchanges, Loans, Secondments and Attachments				3 years after loan or exchange of personnel ceases.
Health and Medical	General	Arrangements for medical, dental and health services.		
		Policy	5 years	A-2, D-3
		Routine—First aid, immunization, etc.	1 year	
Honours and Awards	Decorations, medals, investiture, incentive award plan, long service, merit and outstanding achievement.		Policy	5 years
			Routine	2 years

(See also next page)

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



## Schedule 3

## PERSONNEL

Subject Group	Subject	Description	Retention Periods and Remarks	
Honours and Awards (cont'd)		Individual awards	3 years. Before disposal consult the Public Archives of Canada for selective retention	
	Suggestions	Suggestions—both accepted and rejected. Primarily records of the Incentive Award Board.	3 years for departments other than the Public Service Commission.	
Hours of Work and Overtime	General	Overtime authorization, reports of overtime performed, etc.		
		Policy	3 years	
		Routine	1 year	
Income Tax		General	5 years	A-2, D-3
		Routine	2 years	
		Statements of personnel exemptions and deductions, TD1's and T4's.	Retain latest one only.	
Inquiries		Letters of	1 year	
Insurance	Personal	For public servants, members of the Royal Canadian Mounted Police, and the Armed Forces, including death benefit, hospital, life, medical, social security and other insurance.		
		Policy	5 years	A-2, D-3
		Routine	1 year	
	Unemployment	Policy	5 years	A-2, D-3
		Routine	1 year	
Leave and Holidays	Annual, casual, furlough, maternity, overtime, retiring, sick, special, and other types of leave.	Policy	5 years	A-2, D-3
		Routine	1 year	
		Leave forms	3 months after fiscal year expires	
	Celebrations and holidays.	Government observance of.	1 year	

DO NOT FILE APPLICATION FORMS ON INDIVIDUAL PERSONNEL FILES.

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



## Schedule 3

## PERSONNEL

Subject Group	Subject	Description	Retention Periods and Remarks	
Nominal Rolls			When superseded or obsolete.	
Oaths of Allegiance and Office		Policy	5 years	A-2, D-3
		Routine	1 year	
Passports and Visas		Routine correspondence, applications, etc.	2 years	
Personnel Files		Individual	See Treasury Board Letter MI-3-68, as an appendix of this publication.	
Precedence, Table of			When superseded or obsolete.	
Privileges and Immunities	Of personnel serving outside of Canada	Policy	5 years	A-2, D-3
		Routine	2 years	
Promotions and Reklassifications	General	Policy	5 years	A-2, D-3
		Routine	2 years	
Regulations and Orders	Personnel		When superseded or obsolete.	
Reports and Returns			3 years	
Retirements and Separations		Including dismissals, layoffs, resignations, retirements, etc.		
		Policy	5 years	A-2, D-3
		Routine	2 years	
Salaries and Wages	Pay	Matters dealing with individuals to be placed on the individual personnel file.		
		General salary matters, including: salary warrants staff pay deductions, staff pay certificates, statutory increases and revisions, acting or responsibility pay, pay stoppages, etc.		
		Policy	5 years	A-2, D-3
		Routine	2 years	
	Earning record cards	Earning record cards (complete pay record of employee's service) for classified, casual, prevailing	Destroy at age 70 or 1 year after death of employee.	

(See also next page)

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



## Schedule 3

## PERSONNEL

Subject Group	Subject	Description	Retention Periods and Remarks		
Salaries and Wages (cont'd)	Earning record cards (cont'd)	rate, seasonal, part-time, sessional, locally-engaged employees, etc.	Destroy at age 70 or 1 year after death of employee.		
	Paylists	<p>Cheque lists giving details of salary cheques. This is a collective, not an individual, record:</p> <p>*For classified employees (including living allowances).</p> <p>*For casual, prevailing rate etc., employees (where full earnings records cards are maintained).</p> <p>*The Comptroller of the Treasury maintains this type of record for seven years.</p> <p>Where earnings records cards either do not exist or do not contain all information necessary.</p>	2 years	2 years	
	Prevailing rates and casuals.	Rates of pay, statements of hours worked, etc.	54 years from the date of the pay period. (The federal government does not usually hire persons under sixteen years of age, or give extensions of service past 70 years of age.)		
Scholarships, Fellowships, Bursaries, etc.			Policy      5 years	A-2, D-3	
			Routine      2 years		
			Policy      5 years	A-2, D-3	
			Routine      2 years		
Superannuation			Policy      5 years	A-2, D-3	
			Routine      2 years		
Training and Development		Matters dealing with individuals to be placed on the individual personnel file			
		General, including language courses, training reports, rotational training schemes, etc.	Policy      5 years	A-2, D-3	
			Routine      2 years		

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



## Schedule 3

## PERSONNEL

Subject Group	Subject	Description	Retention Periods and Remarks	
Transfers and Postings		Policy Routine	5 years 2 years	A-2, D-3
		Matters dealing with individuals to be placed on the individual personnel file.		
Welfare	Entertainment and sports		2 years	
	Working conditions	Sanitation, heating, lighting, etc.	2 years	

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



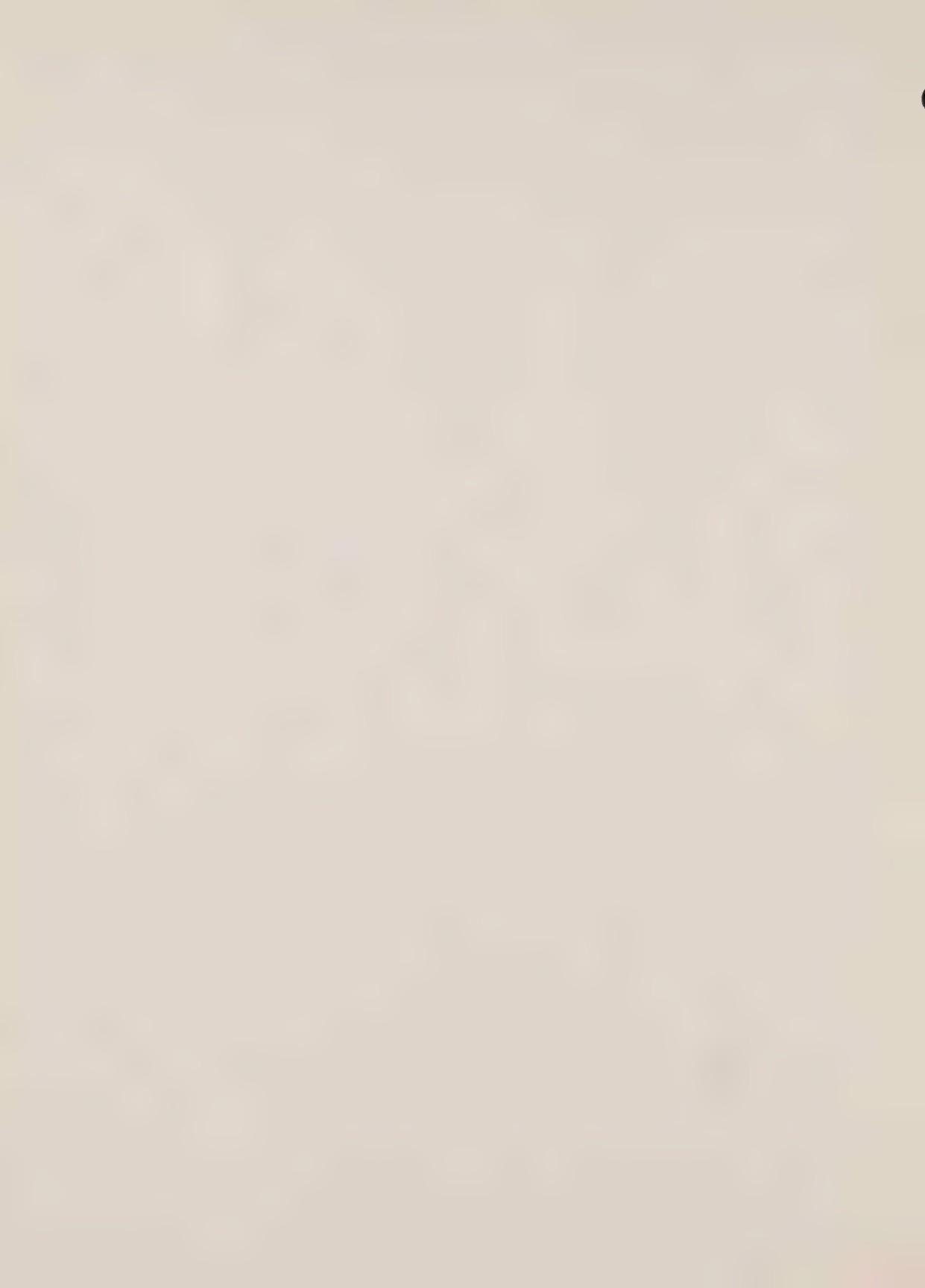
## Schedule 4

### BUILDINGS, LANDS AND PROPERTIES

Schedule 4 covers certain specific, easily-defined records areas. Departments and agencies establish their accommodation requirements in lands and/or buildings. They acquire such accommodation through purchase or rental of existing buildings and lands or through construction of new buildings. They allocate space. They alter and develop accommodation to suit their needs. They maintain and service. Finally, when they no longer require these properties, they dispose of them by sale, by transfer or by terminating leases. Records of certain services or facilities also belong in this schedule. These would include records of the installation of major utility services such as plants for heating and lighting, communications systems, water and sewerage networks and so on.

One central agency, the Department of Public Works, is entrusted with large responsibilities in this area. Therefore, a certain amount of duplication of records holdings is inevitable between an individual department and the Department of Public Works. Some departments perform part or all of these operations. Consequently, the Department of Public Works has complete records in some areas, partial records in others and little documentation at all in the remainder.

Cases may arise in which the retention period indicated will not be sufficient for individual circumstances. In such cases the record could be retained for an additional length of time sufficient to satisfy the departmental needs.



## Schedule 4

## BUILDINGS, LANDS AND PROPERTIES

Subject Group	Subject	Description	Retention Periods and Remarks	
General		Miscellaneous and routine matters not covered in this schedule.	Policy Routine	5 years 2 years A-2, D-3
Accommodation	Space	Allocation, planning, requirements.		3 years
Buildings	Acquisition through lease, purchase, rental, or transfer.	General correspondence on policy, regulations, offers of buildings for lease, purchase or rentals, investigations of buildings, reports, etc. excluding legal documents.	Policy Routine	5 years 2 years A-2, D-3
	Addresses and locations			When superseded or obsolete.
	Alterations and repairs	Minor—Under \$1,000.00 Major—\$1,000.00 or over		1 year after completion or cancellation. 3 years after completion or cancellation.
	Construction—General	Requirements, preliminary discussions and investigations.		5 years after completion of structure A-2, D-3 For major structures, consult the Public Archives of Canada for selective retention.
	—Arrangements and consultant services.	Tenders; discussions with architects, contractors and suppliers about costs, building materials, sub-contractors, completion dates, progress reports, etc.; inspection and takeover.		3 years after takeover. For major structures, consult the Public Archives of Canada for selective retention.
	—Cancelled Projects			2 years after cancellation.
	Damages	General correspondence and reports of the investigation into the damage (Where claims are involved, see Finance—Claims.) Minor—Under \$1,000.00		1 year after investigation completed.

(See also next page)

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



## Schedule 4

## BUILDINGS, LANDS AND PROPERTIES

Subject Group	Subject	Description	Retention Periods and Remarks	
Buildings (cont'd.)	Damages (cont'd)	Major—\$1000.00 or over	3 years after investigation completed.	
		Sale, transfer, expiry of lease etc., excluding legal documents.	3 years after sale, transfer or expiry of lease.	
		Routine		
	Fires, fire prevention and protection.	Regulations, fire drills, precautions, etc.	5 years	A-2, D-3
		Policy	2 years	
		Routine	5 years	A-2, D-3
	Legal documents	Reports—Major fires	Before disposal consult the Public Archives of Canada for selective retention.	
		Reports—Minor fires	2 years after report is made to the Dominion Fire Commissioner.	
		Purchase, transfer, sale, etc.	Original documents are transferred to the new owner.	
	Maintenance	Lease, rental, concessions.	Departmental copies are retained until of no further value.	
		Char and janitorial arrangements, redecorating, etc.	3 years after termination.	
		Actual construction plans and specifications.	1 year completion.	
	Plans and specifications	Government-owned	Submit for destruction authority when obsolete.	
		Leased	2 years after expiry or when obsolete.	
		Routine correspondence—for minor structures worth less than \$5000.00	1 year	
		Routine correspondence—for others worth \$5000.00 or over.	3 years	

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



## Schedule 4

## BUILDINGS, LANDS AND PROPERTIES

Subject Group	Subject	Description	Retention Periods and Remarks	
Buildings (Cont'd.)	Protection	From fall-out, nuclear blast, warning devices (sirens), preventive measures and control of minor floods.  See also Administration—Emergency Measures.	3 years	
Lands	Acquisition through lease, rental, purchase or transfer.	Offers, investigation of sites, surveys, etc., excluding legal documents.  Policy Routine	5 years 2 years	A-2, D-3
	Disposal of	Sale, transfer, expiry of lease, etc., excluding legal documents.  Routine correspondence	3 years after sale, transfer or expiry of lease.	
	Ditching and drainage		2 years	
	Excavation		2 years	
	Fencing		2 years	
	Flood control	Preventive measures and control of minor floods.  For floods of a major nature see Administration—Emergency Measures.	3 years	
	Historical sites and monuments		Transfer to the Public Archives of Canada after 5 years	A-2, D-3
	Landscaping and gardening.		2 years	
	Legal documents	Purchase, sale, transfer.	Original documents are transferred to the new owner.  Departmental copies are retained until of no further value.	
		Lease, rental, rights of way, easements, concessions.	3 years after termination.	
	Lettings and concessions.	Rights of way, easements, leases, concessions, etc. for Crown-owned lands by private corporations or persons; or privately-owned lands by the Crown, excluding legal documents.		

(See also next page)

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



## Schedule 4

## BUILDINGS, LANDS AND PROPERTIES

Subject Group	Subject	Description	Retention Periods and Remarks	
Lands (Cont'd.)	Lettings and concessions (cont'd.)	Routine correspondence	3 years after expiry of the right involved.	
	Parking areas		2 years	
	Recreation areas		2 years	
	Roads, streets, sidewalks and highways.	Including snow removal.	2 years	
	Trespassing	Policy	5 years	A-2, D-3
		Routine	2 years	
Utilities	Air conditioning and ventilation; electricity and lighting; gas; heating systems; petrol, oil and lubricants installations; refrigeration systems.	Actual construction plans and specifications. Government-owned	Submit for destruction authority when obsolete.	
	Leased	Leased	2 years after expiry or when obsolete.	
		Policy	5 years	A-2, D-3
		Routine	2 years	
	Installation of	Installation of	2 years after installation.	
		Garbage disposal	2 years	
		Telecommunications installations (telephone, intercoms, etc.)		
	Government-owned	Actual construction plans and specifications.	Submit for destruction authority when obsolete.	
		Leased	2 years after expiry or when obsolete.	
		Policy	5 years	A-2, D-3
	Routine	Routine	2 years	
		Installation of	2 years after installation.	
		Water and sewerage systems		
	Government-owned	Actual construction plans and specifications.	Submit for destruction authority when obsolete.	
		Leased	2 years after expiry or when obsolete.	
		Policy	5 years	A-2, D-3
	Routine	Routine	2 years	
		Installation of	2 years after installation.	

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.

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## Schedule 5

### EQUIPMENT AND SUPPLIES

Schedule 5 documents the functions of requisitioning, procuring, issuing, maintaining and repairing equipment and supplies, keeping inventories, and arranging disposal or "write-off" of any obsolete or surplus materials. The key aspect of this section is procurement. Procurement files normally include requisitions, contract demands, tenders, purchase and local purchase orders, invoices and routine correspondence.

This schedule deals with the official records kept by the Purchase Branch of each department or agency, not with the many duplicate records retained by other branches, smaller divisions and sections for their own current reference convenience. Where such duplicates exist, they should be considered to be and treated as duplicates, which means they may be destroyed without any specific authority as soon as the requirement for them ceases.

The retention period for most of the items in this schedule is short. Once a department has secured the material desired, it has little further administrative interest and seldom refers to the record. Thereafter, the record itself becomes basically a financial or legal tool, of interest as part of the payment process, to the departmental financial or accounts branch. After the financial and accounting aspects have been completed the record should be destroyed.

There is an overlapping duplication of records in this schedule in several ways:

1. Payment records for equipment and supplies are kept by the financial offices and their retention periods are described in the Finance Schedule 2.
2. The purchasing and procurement department keeps records which partly or wholly duplicate the individual departmental records.
3. Within the departmental Purchase Branch itself there is usually some duplication of records filed in various ways, i.e. by serial number, by contract or supplier, by requisitioning office, etc. This is necessary for a short time only, perhaps one year or less, but one set should be retained for the retention period suggested.
4. Divisions and branches of departments normally retain reference copies until their requirements are filled. These copies should be destroyed as soon as the goods or services are received or rendered.

However, certain records such as the contract or the claim must be retained elsewhere for some longer period. This occurs mainly for payment and fulfilment purposes or from non-fulfilment of the contract, or from an accident to which representatives of the Crown were parties. These types of record belong in the Finance Schedule.

Cases may arise in which the retention period indicated will not be sufficient for individual circumstances. In such cases, the record could be kept for an additional length of time sufficient to satisfy departmental needs.

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## Schedule 5

## EQUIPMENT AND SUPPLIES

Subject Group	Subject	Description	Retention Periods and Remarks	
General		Miscellaneous and routine matters not covered in this schedule	Policy	5 years A-2, D-3
			Routine	2 years
		Building materials, educational equipment, food, fuels, furniture and furnishings, hardware, medical supplies and drugs.	Policy	5 years A-2, D-3
		Office appliances and machines.	Routine	2 years
		Minor—under \$1,000.00 per item		2 years
		Major—over \$1,000.00 per item	Policy	5 years A-2, D-3
		Stationery items and forms.		1 year
		For stocktaking, issue, transfer and disposal of equipment.		1 year after superseded or obsolete.
	Aircraft	Individual aircraft		5 years after disposal of aircraft. A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention.
		Inspection of		1 year after last inspection
		Procurement of	Policy	5 years A-2, D-3
Arms and Armament		Weapons of all types.	Routine	2 years
			Policy	5 years A-2, D-3
			Routine	2 years
			Policy	5 years A-2, D-3
Aviation Supplies			Routine	2 years
			Policy	5 years A-2, D-3
Automation			Routine	2 years
			Policy	5 years A-2, D-3

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.

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## Schedule 5

## EQUIPMENT AND SUPPLIES

Subject Group	Subject	Description	Retention Periods and Remarks	
Cataloguing, Identification and Labelling			When superseded or obsolete	
Clothing and Kit		Policy	5 years	A-2, D-3
		Supply, records of issue etc.	3 years	
		Dress regulations, change of uniforms, etc.	5 years Before disposal consult the Public Archives of Canada for selective retention.	A-2, D-3
Condemnation and Destruction			1 year after disposal.	
Drawings and Specifications		Policy	5 years	A-2, D-3
		Routine	2 years	
		Individual drawings and specifications.	When superseded or obsolete	
Issue	General and scales of issue	Policy	5 years	A-2, D-3
		Routine	2 years	
Loans	Of equipment and supplies.		1 year after return or disposal of equipment.	
Maintenance and Repairs			2 years, or 1 year after disposal of equipment.	
Manufacture and Production		Policy	5 years	A-2, D-3
		Routine	2 years	
Prices		Lists, etc.	When superseded or obsolete	
Procurement and Purchases	General	Policy	5 years	A-2, D-3
		Routine	2 years	
		Contracts, contract demands, purchase orders, tenders, progress reports, etc.	3 years after all action is completed.	
Sale of Ships	Large	Local purchase orders	Authorities, invoices, Notes of credit, etc.	1 fiscal year
		Requisitions		1 year after requisition filled.
				1 year after sale
Ships	Small	Powered launches, inspection, research, patrol and specialized vessels, barges, tugs, etc.	5 years after disposal of vessel.	A-2, D-3
		Canoes and small boats	1 year after disposal of vessel.	

(See also next page)

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## Schedule 5

## EQUIPMENT AND SUPPLIES

Subject Group	Subject	Description	Retention Periods and Remarks
Ships (cont'd.)	Ocean-going, icebreakers, etc.	Includes drydocks.	5 years after disposal of vessel. A-2, D-3 Before disposal consult the Public Archives of Canada for selective retention.
Surplus			1 year after surplus declaration to Crown Assets Disposal Corporation.
Technical Equipment	General	Airport equipment, fire-fighting apparatus, heating plants, hospital and medical equipment, life-saving equipment, navigational aids, photographic equipment, scientific equipment, telecommunications equipment, ships instruments, etc.	
		Minor—Under \$1,000.00 per item	2 years
		Major—\$1,000.00 or over per item	5 years A-2, D-3
Vehicles	General	Routine correspondence, maintenance and repairs, operating instructions, procurement, etc.	3 years
	Individual	Log books, disposal of vehicle, etc.	1 year after disposal of vehicle.
	Accidents—See Schedule 1.		
	Registration and licences		When superseded or obsolete.
Write-offs			1 year after disposal.

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



## **Schedule 6**

### **GENERAL SERVICES**

Schedule 6 provides for various subjects relating to the services which support the administrative and managerial offices of a department or agency. Within this area are records on the production of publications, the various means of communications, library and information services, office and management services, mail and postal services, transportation and security.

Cases may arise in which the retention period indicated will not be sufficient for individual circumstances. In such cases the records could be retained for an additional length of time sufficient to satisfy departmental needs.



**Schedule 6****GENERAL SERVICES**

Subject Group	Subject	Description	Retention Periods and Remarks	
Books, Publications and Pamphlets		Compilation and editing, printing and binding, sale and distribution of.	Policy Routine	5 years 2 years
Communications	Codes and cyphers	Individual Publications	1 year after the publication appears or is cancelled.	A-2, D-3
	Radio and radio systems	Policy Routine	5 years 2 years	A-2, D-3
	Telephone, telegraph, teletype, intercommunications systems, etc.	Individual codes and cyphers Policy Routine	2 years after superseded or obsolete. 5 years 2 years	A-2, D-3
	For installations—See Buildings, Lands and Properties Schedule.	Duplicates of messages	6 months	
Correspondence Management		Correspondence procedures, quality and production control, use of form and guide letters, signing authority, etc.	Policy Routine	5 years 2 years
Data Processing Services		Automatic, electronic, etc.	Policy Routine	A-2, D-3
Drafting Services		Policy Routine	5 years 2 years	A-2, D-3
Duplication and Reproduction Services		Individual drafting items	Policy Routine	1 year after drafting is completed. 5 years 2 years
		Requisitions		6 months

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



## Schedule 6

## GENERAL SERVICES

Subject Group	Subject	Description	Retention Periods and Remarks		
Forms Management		Analysis, design and control, identification, authorization, etc.; preparation and physical characteristics of forms.	Policy Routine	5 years 2 years	A-2, D-3
Information Services	General (Public relations and publicity)	Individual functional files.		When superseded or obsolete.	
	Advertising	Newspaper, radio, television, etc.	Policy Routine	5 years 2 years	3 years. Before disposal consult the Public Archives of Canada for selective retention.
	Articles, manuscripts.				1 year after the article etc. appears.
	Biographies	For publicity and information purposes.			2 years. When obsolete, before disposal consult the Public Archives of Canada for selective retention.
	Exhibits and exhibitions	Where a department has a major exhibit project e.g. abroad and has prime responsibility for the exhibit.			2 years after completion. Before disposal consult the Public Archives of Canada for selective retention.
	Inquiries, queries or requests from the public.	For photographs, publications, etc.			6 months or return original request to the sender attached to the publication.
	Motion pictures, films and slides.	Correspondence, scripts, etc.	Policy Routine	5 years 2 years	A-2, D-3
	Newspapers, newsletters and magazines	Individual films, etc.			2 years after production or cancellation of the film.
	Photographs and photography	Including subscriptions		1 year	
	Posters	Other than requests for Preparation and printing		2 years	
				1 year after printing.	

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



## Schedule 6

## GENERAL SERVICES

Subject Group	Subject	Description	Retention Periods and Remarks	
Information Services (cont'd.)	Press clippings		1 year	
	Press releases		2 years. Before disposal consult the Public Archives of Canada for selective retention.	
	Radio and television broadcasts	Arrangements, preparation of scripts and individual scripts.	2 years. Before disposal consult the Public Archives of Canada for selective retention.	
		Routine	1 year	
Library Services	Speeches	Departmental operations	1 year	
	Administration of	Policy	5 years	A-2, D-3
		Routine	1 year	
	Books and publications	Procurement and requests	2 years	
	Newspapers and periodicals	Subscriptions	1 year	
	Recordings		2 years	
	Slides and filmstrips		2 years	
Mail and Postal Services	General	Bulk payment system, liaison with the Post Office Department, etc.		
		Policy	5 years	A-2, D-3
		Routine	2 years	
	Mailing addresses and lists		6 months or when superseded or reduced to machine operations.	
	Registers and registration.	Registers of freight, express, mail, telegrams, receipts, departmental and Post Office Department mail registration forms, etc.	1 year	
Management Services	Correspondence on time studies, procedural analysis, process and flow charts, office surveys, etc.	Policy	5 years	A-2, D-3
		Routine	2 years	
	Reports of a major nature.		5 years	A-2, D-3
			Before disposal consult the Public Archives of Canada for selective retention.	
Records Management	General	Policy	5 years	A-2, D-3
		Routine	2 years	

(See also next page)

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



## Schedule 6

## GENERAL SERVICES

Subject Group	Subject	Description	Retention Periods and Remarks	
Records Management (cont'd.)	Disposal and scheduling	Policy Routine	5 years 2 years	A-2, D-3
	Disposal and scheduling authorities	Treasury Board Minutes, Public Archives of Canada Authorities, attached records schedules and lists of individual files destroyed in the case of submissions with no continuing authority.  Authorities  Lists and indices of files destroyed.		Until superseded or amended.  10 years after files destroyed.
	Indices and registers			Consult the Public Archives of Canada.
Secretarial and Stenographic Services				1 year
Security	General	Policy Routine	5 years 2 years	A-2, D-3
	Breaches			6 months
	Clearances	Documents and papers Personnel	2 years Policy Routine	A-2, D-3 2 years
		Individual security clearance files	Negative Positive	3 years after employee separates from the department. 5 years after employee separates from the department.
		Visits and visitors		1 year
	Communications	Policy Routine	5 years 2 years	A-2, D-3
	Identification methods	Fingerprinting, "I" cards and passes Policy Routine		A-2, D-3 2 years

(See also next page)

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



## Schedule 6

## GENERAL SERVICES

Subject Group	Subject	Description	Retention Periods and Remarks	
Security (cont'd.)	Industrial	Policy	5 years	A-2, D-3
		Routine	2 years	
	Information	Exchange and release of		
		Policy	5 years	A-2, D-3
		Routine	2 years	
		Buildings, grounds, equipment, guards and Corps of Commissionaires		
	Physical	Policy	5 years	A-2, D-3
		Routine	2 years, or 1 year after requirement ceases.	
	Regulations and orders		When superseded or revoked.	
	Reports and returns	Inspections, surveys, etc.	5 years	A-2, D-3
	Subversive activities	Sabotage, espionage etc.	5 years Before disposal consult the Public Archives of Canada for selective retention.	A-2, D-3
Translation Services			1 year	
Transportation	General	Air, rail, road and water.		
		Policy	5 years	A-2, D-2
	Baggage	Routine (Arrangements for tickets, passage; fares and tariffs, etc.)	1 year	
		Lost, damaged or unclaimed.	1 year	
	Effects	Air, rail, road and water.		
		Policy	5 years	A-2, D-3
		Routine	1 year	
	Freight and express.	Air, rail, road and water.		
		Routine	1 year	
		Rates, tariffs, schedules, etc.	When superseded or revoked.	
	Hotel reservations	Confirmations, reservations, telegrams, etc.	6 months	

(See also next page)

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



**Schedule 6****GENERAL SERVICES**

Subject Group	Subject	Description	Retention Periods and Remarks	
Transportation (cont'd.)	Motor	Department owned, privately owned, taxi services	Policy	5 years
			Routine	1 year
	Personnel	Air, rail, road and water.	Policy	5 years
			Routine	1 year
Typing and Transcribing Services				1 year

Significant policy records as defined in paragraph I.A.(c) of the preface should be transferred to the Public Archives of Canada.



**III**

**APPENDICES**



**Appendix A**

**THE PUBLIC RECORDS ORDER**



**AT THE GOVERNMENT HOUSE AT OTTAWA**

**FRIDAY, the 9th day of SEPTEMBER, 1966**

**PRESENT:**

**HIS EXCELLENCY**

**THE GOVERNOR GENERAL IN COUNCIL:**

His Excellency the Governor General in Council, on the recommendation of the Secretary of State and the Treasury Board, is pleased hereby to revoke Order in Council P.C. 1961-212 of 16th February, 1961, and to make the annexed Public Records Order in substitution therefor, effective October 1, 1966.

Certified to be a true copy

(Sgd.) R. G. ROBERTSON

Clerk of the Privy Council



## PUBLIC RECORDS ORDER

### SHORT TITLE

1. This Order may be cited as the *Public Records Order*.

### INTERPRETATION

2. In this Order,

- (a) "department" has the same meaning as in the *Financial Administration Act*; and
- (b) "public records" means correspondence, memoranda or other papers, books, maps, plans, photographs, films, microfilms, sound recordings, tapes, computer cards, or other documentary material, regardless of physical form or characteristics, that
  - (i) are made or received by any department in pursuance of federal law or in connection with the transaction of public business,
  - (ii) are preserved or appropriate for preservation by that department, and
  - (iii) contain information on the organization, functions, procedures, policies or activities of that department or other information of past, present or potential value to the Government of Canada,

but does not include library or museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of records preserved only for convenience of reference, working papers or stocks of publications or printed documents.

### RESPONSIBILITIES OF THE TREASURY BOARD

3. Nothing in this Order shall be construed as restricting the authority and responsibility of the Treasury Board to exercise its functions in respect of general administrative policy in the public service and in particular to issue policy statements or guides aimed at the administrative improvement of records management in the public service of Canada, or assessing the effectiveness of any department or agency in these matters.

### RESPONSIBILITIES OF THE DOMINION ARCHIVIST

4. With respect to public records in the custody of departments, the Dominion Archivist shall
- (a) assess all proposals to destroy records and approve such of those proposals as he considers to be in the public interest;
  - (b) assess all proposals for the removal of records from the ownership of the Government of Canada and approve such of those proposals as he considers to be in the public interest;
  - (c) assess all proposals of departments for microfilming with particular regard to
    - (i) the appropriateness of equipment proposed,
    - (ii) the efficiency of the processing techniques to be employed,
    - (iii) the adequacy of the proposals regarding the preservation of public records,
    - (iv) the economies that might be obtained by using the central microfilming service for machine processing.

- (d) from time to time review existing microfilming installations in the light of the factors listed in paragraph (c);
- (e) assess, through periodical reviews of departmental practices
  - (i) the adequacy of departmental records classification systems as a means of preventing loss within the holdings,
  - (ii) the extent to which the important policies and programs of departments are documented for future research, and
  - (iii) the extent to which records are segregated as to value and given adequate storage and handling in order to protect them from deterioration and from accidental and wartime destruction; and
- (f) establish standards and issue guides to departments in respect of the matters described in this section.

5. With respect to public records in his custody, the Dominion Archivist shall classify, store and safeguard

- (a) historical records no longer required by departments and transferred to the custody of the Public Archives; and
- (b) records of defunct departments that have not been placed in the custody of some other department.

6. With respect to dormant records that are still the property of departments, the Dominion Archivist shall provide economical records-centre storage facilities and shall promote the use of such facilities.

7. In relation to the responsibilities set out in sections 4, 5 and 6, the Dominion Archivist shall
- (a) prepare an annual report to the Treasury Board on the activities of departments in the field of records;
  - (b) submit reports to departments whenever he considers there is inadequacy in the management of their records;
  - (c) serve as Chairman of the Advisory Council on Public Records established by this Order;
  - (d) issue general schedules regarding the retention and disposal of records common to most departments (i.e. housekeeping records); and
  - (e) establish standards to assist departments to schedule the retention and disposal of their operational records, and approve or refuse to approve all such schedules.

#### RESPONSIBILITIES OF DEPARTMENTS

8. (1) Each department shall
- (a) designate an officer of the department who has a thorough knowledge of records management to act as Records Co-ordinator;
  - (b) submit to the Dominion Archivist any proposal to destroy records, other than those covered by existing schedules, or to remove records from the ownership of the Government of Canada;
  - (c) by May 1, 1969, submit for the approval of the Dominion Archivist retention and disposal schedules applying to all operational records; and

(d) when considering the possibility of using microfilm in the management of records, seek at an early stage, the advice of the Dominion Archivist on equipment, techniques and possible economies, whether the department is conducting the study using its own resources, an advisory service or a consultant.

(2) Where the Central Micro-Film Unit of the Public Archives cannot provide suitable microfilm service to a department, taking into consideration economy and departmental program needs, the department may, in accordance with the *Government Contracts Regulations*, utilize commercial micro-film services on a service, rental or purchase basis.

(3) No department shall destroy records or permit records to be removed from the ownership of the Government of Canada without the approval of the Dominion Archivist.

#### ADVISORY COUNCIL ON PUBLIC RECORDS

9. (1) There shall be an Advisory Council on Public Records to which the Dominion Archivist may refer matters of policy and proposals for the destruction of records, whenever he considers that the experience of departments and the views of the academic community are specially relevant.

(2) The Advisory Council on Public Records shall consist of

(a) the Dominion Archivist, who shall be Chairman; and

(b) twelve other members, to be appointed by the Treasury Board on the recommendation of the Dominion Archivist, each for a term not exceeding three years, as follows:

(i) nine members from government departments and agencies, including the Treasury Board at all times, and

(ii) three members from outside the public service, one of whom shall be a representative of the Canadian Historical Association, one of whom shall be a representative of the Canadian Political Science Association and one of whom shall be a representative of the Records Management Association of Ottawa.

(3) There shall be at least one meeting of the Advisory Council on Public Records in each quarter.

(4) Procedural rules for the Advisory Council on Public Records shall be drawn up and issued to departments by the Dominion Archivist.

(5) The Advisory Council on Public Records shall consider and make recommendations to the Dominion Archivist concerning all matters respecting public records referred to it by any member of the Council or the Treasury Board.



## **Appendix B**

(Separate Index attached)

### **TREASURY BOARD MINUTE**

*Extract* from the minutes of a meeting of the Honourable the Treasury Board,  
held at Ottawa, on October 18, 1962

T.B. 600427

**FINANCE**  
(Comptroller of the Treasury)

The Board, on the recommendation of the Public Records Committee, (S-17-62), authorizes the immediate destruction of the files listed in the attached schedule after retention for the periods indicated therein.

Assistant Secretary



**OFFICE OF THE COMPTROLLER OF THE TREASURY**  
**SCHEDULE OF PROPOSED RETENTION PERIODS FOR**  
**RECORDS MAINTAINED IN VARIOUS TREASURY OFFICES**

**NOTES**

1. The retention periods are shown hereunder in numbers of completed fiscal years over and above the current fiscal year, except in a few cases where they are shown in the number of months from the date of creation of the record.
2. The retention periods apply to the original copy of the records listed. Copies may be destroyed as soon as they have served the administrative purposes for which they were created.
3. In the case of Ledgers and Registers, or any other record relating to continuing or uncompleted transactions such as contracts, trust fund operations, asset and liability accounts, suspense accounts, etc., the retention periods must follow the date on which the last accounting entry completes the transaction or closes the account. Parts of such records (such as volumes and ledger sheets) which do not reflect any incomplete transaction *and* have been inactive for the duration of the specified retention period may be destroyed.
4. The retention periods shown hereunder are invalidated wherever the provisions of specific legislation or regulations under which the transactions were made require retention for longer periods.

**STATEMENTS**

	<i>Years of Retention</i>
Expenditure and Revenue Statements or Listings by Vote, Primary, Sub-Allotment,	
Financial Encumbrance or Establishment—monthly.....	3
—yearly.....	5
Miscellaneous Accounting Statements not otherwise provided for herein—	
daily, monthly or quarterly.....	1
yearly.....	5
Miscellaneous Accounting Statements published in the Public Accounts.....	2

**ACCOUNTING VOUCHERS**

Accounts Payable Vouchers—All—including abstracts or voucher facings, requisitions for cheques, invoices travel and removal claims, travel warrants, bills of lading, progress payments, imprest account vouchers and vouchers forming the basis for credits to advances and also including Purchase Requisitions, Purchase Orders and Contracts.....	5
Accounts Receivable Vouchers—All—including sales slips and bills of all types, official receipts and all receipt forms.....	5
Allotment Transfers (Treasury Board transfers between primary allotments).....	5
Bank Vouchers—including receipts, deposit slips and copies of Transfer of Funds Vouchers.....	1
Journal Vouchers.....	5
Security Deposit and Release Forms.....	1
Stores Issue Vouchers.....	2

**CHEQUES**

Bank statements and reconciliations	
imprest banking accounts.....	5
Cheque Adjustment Division.....	1
Cheque Abstracts—	
where attached to supporting vouchers.....	5
all other copies.....	1
Cheque Lists and cheque transcripts—All.....	7
Election warrants.....	7
Lists of returned cheques—subsequently paid.....	7

	Years of Retention
<b>CHEQUES—concluded</b>	
Lists of returned cheques—subsequently cancelled.....	1
Lists of cancelled cheques.....	1
Lists of cheques deposited to various banking accounts.....	1
Receipts for cheques.....	1
Returned cheque vouchers.....	1
Statutory Declarations re lost cheques.....	1
 <b>FINANCIAL ENCUMBRANCES</b>	
Financial Encumbrances.....	1
Financial Encumbrance Adjustments.....	1
Sub-Allotment Transfers .....	1
 <b>LEDGERS AND REGISTERS</b>	
Accounts Receivable Ledgers.....	5
Allotment Ledgers or Registers.....	5
Cash Books, Cash Blotters, Cash Summaries Receipts Registers, Wharfage Books.....	5
Canadian Pension Commission Ledgers.....	5
Cash Control Records.....	1
Cheque Registers .....	7
Contract Ledgers .....	5
Encumbrance Ledgers or Registers .....	1
Establishment Ledgers .....	5
Eskimo Loan Ledgers .....	5
Expenditure Ledgers .....	5
Family Allowance Ledgers .....	5
Federal-Provincial Agreement Ledgers .....	5
General Ledgers .....	5
Harbour Dues Ledgers .....	5
Holdback Ledgers .....	5
Imprest Account Ledgers .....	5
Invoice Registers .....	1
Journal Voucher Registers .....	5
Loans and Investments Ledgers .....	5
Loans and Advances to Employees .....	3
Old Age Security Ledgers .....	5
Open Accounts Ledgers and Registers .....	5
Postage ledgers—Daily Records and Advance Accounts .....	1
R.C.A.F. Treasury Account Cards .....	5
Record of Legal Payments made .....	1
Refund Ledgers .....	5
Refund and Drawbacks Ledgers .....	5
Registered Mail Record .....	1
Security Deposit Ledgers or Registers .....	5
Soldier Settlement (W.W.I.) Ledgers .....	5
Suspense Accounts (after transfer to appropriate account).....	1
Travel Advance Ledgers .....	5
Trust Ledgers .....	5
U.I.C. Revenue Subsidiary Ledger .....	5
Veterans' Benefit Ledgers .....	5
War Veterans' Allowance Ledgers .....	5
 <b>MISCELLANEOUS RECORDS</b>	
Acceptances of Tender, Agreements, etc.....	5
Audit Reports and Working papers.....	5
Authorities T.B. Minutes, P.C. Orders, Rulings etc. —relating to individual payments..... —all others.....	5 Indefinitely or 1 yr. after superseded.
Bank of Canada Exchange rate sheets.....	1
Community Chest Campaign files.....	1
General Correspondence relating to payments made or revenue collected.....	5
Departmental Inventory lists .....	2

MISCELLANEOUS RECORDS—concluded

*Years of Retention*

Leases.....	5
Powers of Attorney.....	5
Public Accounts Manuscripts.....	1
Requisitions for Supplies.....	1
Treasury Equipment and Supplies Inventory Cards.....	3
Trial Balances.....	1
Work Measurement Statistics.....	3
 PAY RECORDS PERTAINING TO PERSONNEL FROM ALL DEPARTMENTS	
<i>Earnings Records Cards</i> (complete pay record of employee's service) for Classified, Casual, Prevailing Rate, Seasonal, Part-time, Sessional, Locally Engaged employees	Destroy at age 70 or two years after death of the employee.
<i>Paylists</i> (Cheque lists giving details of salary cheques. This type of record is a collective, not an individual record.)	
—for classified employees (including living allowances).....	7
—for casual, prevailing rate, etc. employees (where full earnings record cards are maintained).....	7
—(where earnings record cards either do not exist or do not contain all information necessary.).....	54 years from the date of the pay period. (The federal government does not usually hire persons under sixteen years of age, or give extensions of service past 70 yrs of age.)
Personnel files of terminated employees containing documentation relative to class, salary and deductions.....	To conform with T.B. 679645, May 2, 1968—MI-3-68
Staff Pay Certificates.....	2
Payroll time summaries, controls and deduction authorizations.....	5
Deduction Paylists.....	9 mos.
Annuitant Deduction Paylists.....	9 mos.
Deduction Remittance Lists.....	2
Earnings Records Statements.....	5
Annuitants Earnings Records Statement.....	9 mos.
Superannuation and Pension payment cheque lists.....	7
T4 and TP4 returns.....	5
Annuity Records (manually posted prior to 1953).....	Destroy
Retirement fund accounts (individual).....	Until two years after death, provided that all estate matters are settled.
Refund records (individual).....	Until the employee reaches his seventieth year.
Superannuation Account opening balances Jan. 1/54.....	Indefinitely
Annuitants files containing service records benefit authorizations, life certificates and deduction notices—terminated file.....	3
Annuitants ledger cards.....	Until two years after cessation of payment to the annuitant or his heirs, provided that no action is pending, or is anticipated, which would require this record.
Requisitions for payment of death benefits.....	Until five years after final payment has been made.
Documentation re Assigned Pay.....	5
Canada Savings Bonds Pledges.....	2
Cash Gratuity Statements.....	5
R.C.M.P. authorization forms for allowances and deductions.....	5
*Pension records—locally engaged employees.....	Destroy at age seventy or two years after death of the employee, provided that no further action is pending, or is anticipated, which would require this record.

## RECORDS RELATING TO TREASURY PERSONNEL

*Years of Retention*

Attendance		
Register	1	
Reports	1	
Applications for leave	1	
Leave lists	1	Destroy on expiry
Position Lists	1	Destroy on expiry
Promotional Competition records.....	1	
Overtime cards and reports	1	
Index Cards	1	Destroy over age 70
Staff strength reports	1	
Staff strength summaries	1	
Statutory Increase recommendations	1	
Unit Surveys and reclassifications	3	
Establishment Proposals and Submissions to T.B.....	3	
Correspondence re Establishments	3	

## MISCELLANEOUS RECORDS TO BE RETAINED INDEFINITELY

### National Harbours Board

Financial Statements .....	—
General Ledger .....	—
Capital Liabilities Ledger .....	—
Plant Ledgers .....	—
Workmen Compensation Fund Ledgers .....	—
Superannuation and Retirement Fund Ledgers .....	—
Securities Ledgers .....	—
Refund Register .....	—

### National Defence

Annual Master Financial Statements .....	—
--	---

### Fisheries

Fishermen's Indemnity Fund Ledger .....	—
---	---

### Indian Affairs

Indian Savings and Trust Funds Ledgers .....	—
--	---

Land Sales and Timber Sales Ledgers .....	—
---	---

### House of Commons

M.P.'s Retirement Allowances Records .....	—
--	---

### Unemployment Insurance Commission

Benefit Summary Ledger .....	—
------------------------------	---

General Ledger .....	—
----------------------	---

Securities Subsidiary Ledger .....	—
------------------------------------	---

### Treasury H.Q.

Treasury Bills Ledgers .....	—
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## **INDEX**

## **APPENDIX B**

Note: All numerical figures indicate time in fiscal years over and above the current fiscal year.



	<i>Years</i>		<i>Years</i>
<b>A</b>			
<b>ABSTRACTS</b>			
—Cheques attached to supporting vouchers.....	5		
— all other copies.....	1		
<b>ACCOUNTS</b>			
—Bills of Lading Payable Vouchers.....	5		
—Credits—Payable Vouchers.....	5		
—Imprint.....	5		
—Ledgers Receivable.....	5		
—Manuscripts—Public.....	1		
—Payable Vouchers.....	5		
—Progress Payments.....	5		
—Receivable Vouchers.....	5		
—Statements Not Otherwise Provided for			
—Daily, Monthly, Quarterly.....	1		
—Published in Public Accounts.....	2		
—Yearly.....	5		
<b>ADVANCES</b>			
—Accounts Payable.....	5		
—Ledgers or Registers—Travel.....	5		
<b>AGREEMENTS</b>	5		
<b>ALLOTMENTS, Transfer of</b>	5		
<b>ANNUITANTS</b>			
—Annuity Records (Manually posted to 1953).....			
.....Destroy			
—Deduction Paylists.....	9 Months		
—Ledger Cards.....	Until 2 after cessation of payment		
—Statement of Earning Records.....	9 Months		
—Terminated Files.....	3		
<b>ATTORNEY, Powers of</b>	5		
<b>AUDIT, Reports and Working Papers</b>	5		
<b>AUTHORITIES</b>			
—TB Minutes, PC Orders, etc. re Individual Pay- ments.....	5		
—All Others.....	Indefinitely or 1 year after superseded		
<b>B</b>			
<b>BANKS</b>			
—Deposit Slips.....	5		
—Exchange Rate Sheets (Bank of Canada).....	1		
—Receipts.....	5		
—Transfer of Funds.....	5		
—Vouchers.....	5		
<b>BILLS OF LADING</b>			
—Accounts Payable Vouchers.....	5		
<b>C</b>			
<b>CASUAL EMPLOYEES</b> —See Earning Records or Pay- lists			
<b>CHEQUES</b>			
—Abstracts attached to supporting vouchers.....	5		
— all other copies.....	1		
<b>CHEQUES (cont'd.)</b>			
—Cancelled—Lists of.....			
.....7			
—Election Warrants.....			
.....1			
—Receipts.....			
.....1			
—Returned—Lists of Cancelled.....			
.....1			
—Returned—Lists of Paid.....			
.....7			
—Requisitions for.....			
.....5			
—Statutory Declarations—Lost.....			
.....1			
—Superannuation Lists.....			
.....7			
—Transcripts.....			
.....7			
—Vouchers Returned.....			
.....1			
<b>CLAIMS, Travel and Removal</b>	5		
<b>CLASSIFIED EMPLOYEES</b> —See Earning Records or Paylists			
<b>COMMUNITY CHEST</b>	1		
<b>CREDITS, Accounts Payable Vouchers</b>	5		
<b>D</b>			
<b>DEATH BENEFITS</b>			
—Requisition for.....After Final Payment Made	5		
<b>DEDUCTIONS</b>			
—Annuitant Terminated Files.....	3		
—Annuitant Paylists.....	9 Months		
—Paylists.....	9 Months		
—Payroll.....	5		
—RCMP Authorization Forms.....	5		
—Remittance Lists.....	2		
<b>DEPOSITS</b>			
—Bank Slips.....			
—Lists of to Various Banking Accounts.....	1		
—Security and Release Forms.....	1		
<b>DRAWBACKS, Ledgers</b>	5		
<b>E</b>			
<b>EARNING RECORDS</b>			
—Cards.....Destroy at Age 70 or 2 years after Death			
—Annuitants Statements.....	9 Months		
—Statements.....	5		
<b>ENCUMBRANCES</b>			
—Adjustments.....			
—Financial.....	1		
—Statements or Listings—Monthly.....	3		
—Yearly.....	5		
—Sub-Allotment Transfers.....	1		
<b>ESTABLISHMENT</b>			
—Statements or Listings—Monthly.....	3		
—Yearly.....	5		
<b>EQUIPMENT, Inventory Cards</b>	3		
<b>EXPENDITURES</b>			
—Statements or Listings—Monthly.....	3		
—Yearly.....	5		

	Years		Years
	<b>I</b>		
IMPREST ACCOUNTS			
—Cheques.....	5	PAY	
Ledgers.....	5	—Assigned Documentation.....	5
Payable Vouchers .....	5	—Cash Gratuity Statements.....	5
INVENTORIES		—Death Benefits Requests for—	
—Departmental Lists.....	2	After Final Payment Made	5
—Treasury Equipment and Supply Cards.....	3	—Staff Certificates .....	2
INVESTMENTS, Ledgers	5	—Superannuation and Pension Cheque Lists.....	7
INVOICES		PAYLISTS	
—Registers .....	1	—Casual Employees.....	7
—Travel and Removal.....	5	—Classified Employees.....	7
	<b>J</b>	—Deductions.....	9 Months
JOurnal, Vouchers .....	5	—Annuitants.....	9 Months
	<b>L</b>	—Payroll Time Summaries .....	5
LEASES.....	5	—No Earning Records Cards.....	54
LEDGERS (and Registers)*		PAYMENTS	
—Benefit Summary—U.I.C.....	Indefinite	—Correspondence Related to.....	5
—Capital Liability—National Harbours Board....	Indefinite	—TB Minutes, PC Orders re Individual.....	5
.....	Indefinite	—All others.....	Indefinite or 1 year after superseded
—Fishermen's Indemnity Funds—Fisherries.....	Indefinite		
—General—National Harbours Board.....	Indefinite	PAYROLL—See Paylists	
—U.I.C. ....	Indefinite		
—Indian Savings and Trust Fund—Indian Affairs .....	Indefinite	PENSIONS	
—Land Sales and Timber Sales—Indian Affairs....	Indefinite	—Cheque Lists.....	7
—Plant—National Harbours Board.....	Indefinite		
—Refund Register—National Harbours Board.....	Indefinite	POWERS OF ATTORNEY	5
.....	Indefinite		
—Securities—National Harbours Board.....	Indefinite	PRIMARY	
—Securities Subsidiary—U.I.C.....	Indefinite	—Statements—Monthly.....	3
—Superannuation and Retirement Fund—		—Yearly.....	5
National Harbours Board.....	Indefinite	PREVAILING RATE EMPLOYEES—See Earning Records or Paylists	
—Treasury Bills—Treasury HQ.....	Indefinite	PROGRESS PAYMENTS.....	5
—Workmen Compensation Fund—National			
Harbours Board.....	Indefinite	PURCHASE	
LOCALLY ENGAGED EMPLOYEES—See Earning Records or Paylists		—Contracts.....	5
	<b>M</b>	—Orders.....	5
MANUSCRIPTS, Public Accounts.....	1	—Requisitions.....	5
MEMBERS OF PARLIAMENT			
—Retirement Allowances.....	Indefinite		
	<b>P</b>		
PRIVY COUNCIL ORDERS		R	
—Individual Payments.....	5	RECEIPTS	
—All others.....	Indefinite or 1 year after superseded	—Forms.....	5
PART TIME EMPLOYEES—See Earning Records or Paylists		—Official.....	5
		RECONCILIATIONS	
		—Imprest Banking Accounts.....	5
		—Cheque Adjustment Division.....	1
		REFUNDS	
		—Drawback Ledgers.....	5
		REGISTERS—See Ledgers and	
		REQUISITIONS	
		—Cheques Accounting Vouchers.....	5
		—Payment Death Benefits.....	
		..... After final payment made	5
		—Purchase Accounting Vouchers.....	5
		—Supplies.....	1

\*Note: See also the group titled "Ledgers and Registers" listed within the Treasury Board Minute 600427 on page 94, which is alphabetically arranged within itself.

	<i>Years</i>		<i>Years</i>
<b>REVENUE</b>			
—Account Vouchers.....	5		
—Correspondence.....	5		
—Statements or Listings—Month.....	3		
—Year.....	5		
<b>RULINGS</b>			
—Individual Payments.....	5		
—All others.....	Indefinite or 1 year after superseded		
	<b>S</b>		
<b>SEASONAL EMPLOYEES</b> —See Earning Records or Pay-lists			
<b>SESSIONAL EMPLOYEES</b> —See Earning Records or Pay-lists			
<b>STATEMENTS</b>			
—Accounts not otherwise provided for			
Daily—Monthly—Quarterly.....	1		
Yearly.....	5		
—published in Public Accounts.....	2		
—Annual Master Financial—National Defence....	Indefinite		
—Annuitants Earning Records.....	9 Months		
—Cash Gratuity.....	5		
—Cheque Adjustment Division.....	1		
—Earning Records.....	5		
—Encumbrances—Monthly.....	3		
—Yearly.....	5		
—Establishment—Monthly.....	3		
—Yearly.....	5		
—Expenditures—Monthly.....	3		
—Yearly.....	5		
—Imprest Banking Account.....	5		
—Primary—Monthly.....	3		
—Yearly.....	5		
—Revenue—Monthly.....	3		
—Yearly.....	5		
—Sub-allotment—Monthly.....	3		
—Yearly.....	5		
—Vote—Monthly.....	3		
—Yearly.....	5		
<b>STATUTORY DECLARATIONS</b>			
—Lost Cheques.....	1		
<b>SUB-ALLOTMENT</b>			
—Statements or Listings—Monthly.....	3		
—Yearly.....	5		
<b>SUPERANNUATION</b>			
—Account Opening Balance Jan. 1/54.....	Indefinite		
—Cheque Lists.....	7		
<b>SUPPLIES</b>			
—Inventory Cards.....	3		
—Requisitions.....	1		
	<b>T</b>		
<b>TREASURY BOARD MINUTES</b>			
—Individual Payments.....	5		
—All others.....	Indefinite or 1 year after superseded		
<b>TENDERS, Acceptances</b> .....	5		
<b>TRANSCRIPTS, Cheque and Cheque Lists</b> .....	7		
<b>TRAVEL</b>			
—Invoices.....	5		
—Vouchers.....	5		
—Warrants.....	5		
	<b>U</b>		
<b>UNITED APPEAL</b> .....	1		
	<b>V</b>		
<b>VOTE</b>			
—Statements—Monthly.....	3		
—Yearly.....	5		
<b>VOUCHERS</b>			
—Bank.....	5		
—Cheques Returned.....	1		
—Credit—Accounts Payable.....	5		
—Imprest Accounts.....	5		
—Issue.....	2		
—Journal.....	5		
—Payable Accounts.....	5		
—Receivable Accounts.....	5		
—Removal.....	5		
	<b>W</b>		
<b>WARRANTS</b>			
—Election—Cheques.....	7		
<b>WHARFAGE</b>			
—Ledgers or Registers.....	5		



## **Appendix C**

### **PUBLIC ARCHIVES OF CANADA OPERATIONAL DETAILS RE TRANSFER, STORAGE AND DESTRUCTION of PERSONNEL RECORDS**

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## **2. Objective**

The following instructions give in detail the operational procedures whereby the transfer, storage and destruction of personnel records will be effected in the most efficient manner both by the departments and agencies and the Public Archives of Canada.

## **3. Definitions**

"Department" has the same meaning as in the Financial Administration Act and includes Agencies.

"Personnel records" include the official departmental personnel file and all documents and records of earnings, service and leave related to the career, or person, of any employee of the Crown, that are made or received by the department in which that employee is employed. The official personnel file does NOT include security clearances and related documents which are required to be filed separately.

A "centralized personnel record system" is one where official personnel files are located in headquarters of the department, and final responsibility for decisions in matters of personnel administration falling within the responsibility of the department are made at headquarters.

A "decentralized" personnel record system is one where official personnel files are located in the various regional or field offices of the department and where authority for personnel administration has been delegated by the Deputy Head to the officer in charge of each region or field office.

## **4. Transfers of Records**

### **A. Categories of Transfers**

- (i) from the headquarters office of one department to the headquarters office of another department (normally in the Ottawa area);
- (ii) from the headquarters office to the field offices of the same department;
- (iii) from the field offices to the headquarters office of the same department;
- (iv) from the headquarters office of one department to a field office of another department;
- (v) from a field office of one department to the headquarters office of another department; and
- (vi) from a field office of one department to a field office of another department.

### **B. Purpose of Transfer**

When an employee is transferred from one department to another department, or is separated from the public service, the official departmental personnel records of that employee shall:

- (i) *on transfer*, be forwarded to the receiving department; or
- (ii) *on separation*, be forwarded to the Public Archives Records Centre in Ottawa.

The prime purpose for the transfer of the personnel records is to avoid the creation and retention of duplicate records by more than one department. The practice whereby duplicate personnel records are retained by a department both at its headquarters and its regional or field offices should be discontinued.

### *C. Responsibility for Transfer of the Personnel Records*

#### *(i) Centralized Records (At Headquarters)*

When an employee is transferred or re-assigned from one department to another and both departments have centralized personnel record systems, it shall be the responsibility of the receiving department to ensure that the personnel records of that employee are transferred with him or shortly thereafter.

#### *(ii) Decentralized Records (Personnel transferred to, from, and between regional or field offices)*

When an employee is transferred or re-assigned from one department to another and the records are decentralized, i.e., the official personnel file is maintained at the field office level for field office employees, it shall be the responsibility of the receiving department to ensure that the personnel records of that employee are transferred as appropriate, e.g.:

- (a) to the field office if the receiving department's records are also decentralized; or*
- (b) to the headquarters office if the receiving department's records are not decentralized.*

#### *(iii) Field Office Duplicate Records*

If decentralization of personnel records is in a transitional stage (duplicate personnel files still temporarily maintained in regional or field offices) only original documents and correspondence with more than transitory significance should be forwarded to the receiving department. All other material should be destroyed.

### *D. Security Records—Transferability*

Personnel Security records shall NOT be transferred automatically between departments.

When an employee is transferred from one department to another, the relinquishing department, if it has conducted security clearance procedures, shall, *on request*, from the acquiring department, transfer the Personal History Forms and the fingerprint form which have been checked by the R.C.M.P. and the field investigation report, if one has been provided. If the file contains adverse information, the relinquishing department shall discuss the case with the new parent department *before* a transfer of documents is made. The discussion shall be held between the Departmental Security Officers and, if necessary, with the Security Panel Secretariat.

When an employee is loaned or seconded, security clearance documents will NOT be transferred. The parent department shall provide a written statement to the employing department certifying the level of clearance currently authorized. If a higher clearance than the one certified is required, the parent department shall have the responsibility of initiating whatever up-grading action may be necessary in light of the requirements of the department to which the employee is loaned or seconded.

### *E. Leave Application Forms*

Leave application forms shall not be placed on individual official personnel files. Such forms shall NOT be transferred but shall be destroyed in accordance with the *appropriate schedule of the "General Records Disposal Schedules of the Government of Canada", Second Edition*, (i.e. 3 months after the end of each fiscal year).

### *F. Efficiency Rating Forms and Related Documents*

Efficiency rating forms older than the period specified in the *"General Records Disposal Schedules of the Government of Canada" Second Edition*, shall NOT be transferred, but shall be destroyed in accordance with this schedule.

#### *G. Superannuation Documents*

In the case of transfers between departments, superannuation documents shall be completed and certified in accordance with the instructions issued from time to time by the Superannuation Branch, and shall be placed on the official personnel file of the transferred employee. These documents shall show the complete record of service and salary of the employee.

### **5. Storage at Public Archives Records Centre, Ottawa—Retired or Separated Employees' Files**

#### *A. Departmental Retention Period*

- (i) The official personnel files of a retired or separated employee shall be retained by the department with which he was last employed for one year from the date of retirement or separation.
- (ii) The official personnel file of a retired or separated employee who dies within this one-year retention period shall be treated in accordance with paragraph 6 A. (ii) below.

#### *B. Movement to the Public Archives Records Centre, Ottawa*

- (i) The official personnel files of retired or separated employees shall be kept in alphabetical sequence. At the end of the one-year retention period, such files shall be forwarded to the Public Archives Records Centre in Ottawa at a time to be arranged with the staff of the Ottawa Records Centre.
- (ii) As a means of assisting the Records Centre in indexing, and the relevant departments in identifying ex-employees later, the birth date of the employees should be shown on the official personnel files, top right, or lower left hand corner of the file face. An abbreviated month-year indication will suffice, e.g. "12/20" for December, 1920.
- (iii) Where the personnel records have been decentralized, the official personnel files may, at the discretion of the department, be shipped from field offices directly to the Records Centre, Ottawa.
- (iv) If the personnel records are in a transitional stage to being decentralized, and duplicate personnel files are still maintained in field offices, ONLY original documents and correspondence of more than transitory significance should be sent to the Records Centre, Ottawa. Other material should be destroyed.
- (v) Departments should staple the last Public Service Commission Action Form, or equivalent, which has been used as a "*separation notice*", to the left-hand side of the inside of the file jacket. This Personnel Action Form contains most of the information required by the Public Archives Records Centre in the processing and servicing of the files.

#### *C. Security Records*

Security records concerning a retired or separated employee shall NOT be transferred to a Records Centre. Such records should be destroyed in accordance with the appropriate Schedule of the "*General Records Disposal Schedules of the Government of Canada*", Second Edition.

#### *D. Personnel Records Not Filed Individually (i.e., Collective-Type Records)*

- (i) Personnel records not kept separately for each employee may also be transferred to the Records Centre. For example, personnel records that have not been placed in individual folders but have been filed with other documents about a field office may contain personnel information for a group of persons who were successively appointed at one location. Such records and any others of a like nature may be transferred under special arrangements with the staff of the Records Centre.

- (ii) In future, to avoid the difficulty mentioned in (i) above, the personnel records should be filed on an official personnel file. Where it is desirable to maintain additional subject files, the record of such subject files can be completed by placing copies of the personnel information on these subject files.

*E. Departments which have NOT previously transferred Retired or Separated Employees' Official Personnel Files for Storage.*

Departments which have not previously transferred the official personnel files of retired or separated employees to the Ottawa Records Centre should make immediate arrangements to do so.

**6. Destruction of Official Personnel Files**

**A. By Departments**

*(i) At Seventy Years*

Departments are authorized to destroy the official personnel file of any ex-employee whose recorded birth-date shows that the ex-employee has reached the age of 70 years provided that:

- (a) The ex-employee has been out of the public service for at least one year and there is no reason to believe that the ex-employee may be re-engaged in the public service; and
- (b) the records are not likely to be of historical value as outlined in Section 7 below.

*(ii) One Year After Death*

Departments are also authorized to destroy the official personnel file one year after the death of any ex-employee who:

- (a) dies while in the public service; or
- (b) dies within the one year retention period specified in Section 5. A. (ii) above; provided that:
- (c) no further action is pending or is expected that would require retention of the records for a longer period; and
- (d) the records are not likely to be of historical value as outlined in Section 7 below.

**B. By the Public Archives Records Centre, Ottawa**

The Public Archives Records Centre is authorized to destroy progressively the official personnel files of ex-employees whose recorded birth dates show that the ex-employees have reached the age of 70 years, without reference to departments. The criteria at paragraph 6.A. (i) (a) above and Section 7. below also apply.

**C. Destruction of Collective-Type Records**

Collective-type records which have not been kept separately for individuals shall be retained by the Public Archives Records Centre until the personnel involved have attained the age of 70 years or for a lesser period on submission by the department concerned.

**D. Personnel Pay Records**

Firm and comprehensive retention periods have been established for the destruction of pay records of employees. These are shown in the appropriate schedule of the "General Records Disposal Schedules of the Government of Canada", Second Edition, (i.e. the Finance Schedule).

Since the Central Pay Division maintains collective pay lists of employees, e.g., salary lists, duplicate records of the same type should NOT be kept by personnel or administrative offices beyond the retention periods stated in the appropriate schedule of the "General Records Disposal Schedules of the Government of Canada", Second Edition. (i.e. the Personnel Schedule).

#### **E. Physical Form of Destruction of Official Personnel Files**

The method of destruction for official personnel files shall be by means of shredding, pulping or burning. The files shall NOT be disposed of by sale as waste or salvage.

#### **F. Destruction of Indices of Transferred Official Personnel Files**

Departments which have organized any type of index control for the official personnel files transferred to another department or transferred to the Public Archives Records Centre in Ottawa may destroy such indices two years after the date of the transfer. This includes cards, covering letters and receipts.

### **7. Historical Personnel Records**

#### **A. Action by Departments**

- (i) Personnel and records officers having knowledge of former employees who have attained distinction within the public service, or some special distinction or status beyond the bounds of duty, or outside the public service, e.g. during a military career, can assist the Public Archives greatly by tagging the official personnel files of such employees or of employees who have attained any of the ranks listed under B. below.
- (ii) If any doubt exists about a particular official personnel file, it shall NOT be destroyed within the department but shall be suitably tagged and transferred to the Ottawa Records Centre for further historical assessment.

#### **B. Action by the Public Archives Records Centre, Ottawa**

To ensure the preservation of the official personnel file of employees who may be of interest to historians, the Ottawa Records Centre will examine for permanent retention the files of employees of the following ranks *or their equivalents*:

1. Deputy Ministers
2. Associate and Assistant Deputy Ministers
3. Commissioners
4. Chairmen of Boards
5. Comptrollers or Directors General
6. Agents General
7. Directors of Branches and Divisions
8. Deputy Superintendents of Indian Affairs
9. Dominion Astronomers
10. Surveyors Generals
11. Masters of the Mint
12. Dominion Hydrographers
13. Dominion Geodesists
14. Chief Oceanographers
15. Chief Geologists
16. Chief Architects
17. Chief Engineers
18. Dominion Land Surveyors

19. All Surveyors and Engineers in charge of Public Works, Railways and Canals
20. Captains of Vessels serving Hudson Bay and Northern Posts
21. Clerks of the Crown in Chancery
22. Commissioners, Deputy and Assistant Commissioners and other Officers of the Royal Canadian Mounted Police including Inspectors and above
23. Ambassadors
24. High Commissioners
25. Heads of Missions
26. Consuls General
27. Senior Officials outside Canada
28. Senior Members of the Judiciary, i.e., Chief Justices and Justices of the Supreme, Exchequer and other Courts
29. Officers of Parliament including the Sergeant-at-Arms, Gentleman Usher of the Black Rod, Clerk of the House, Law Clerk and Others.

#### **8. File Stripping**

There should be no file stripping as a matter of course; this practice is not economical. However, during daily references to personnel files, ephemeral material can and should be removed from the files by the staffs of personnel offices. Records dealing specifically with disciplinary matters may be disposed of in accordance with the *appropriate schedule of the "General Records Disposal Schedules of the Government of Canada", Second Edition*.



## PUBLIC ARCHIVES OF CANADA

## RECORDS RETENTION AND DISPOSAL AUTHORITY

(AUTHORIZED BY P.C. 1966-1749)

Please submit in duplicate to:

THE DIRECTOR, RECORDS MANAGEMENT BRANCH,  
PUBLIC ARCHIVES OF CANADA, OTTAWA 4, ONTARIO

For proposals to microfilm records — Use Form ARC 197.

PUBLIC ARCHIVES APPROVAL NO.

DEPARTMENTAL NO.

## LOCATION OF RECORDS

ROOM NO.	BUILDING	ADDRESS (Street and City)
DEPARTMENT	RECORDS MANAGER (Signature)	DATE

## DESCRIPTION OF RECORDS

NAME OF CREATING DEPT., BRANCH, DIVISION OR OTHER	CU. FT. OF RECORDS FOR DISPOSAL	DATING FROM (year)
IN THE PHYSICAL FORM OF:	ARRANGED BY:	
<input type="checkbox"/> FILES <input type="checkbox"/> MICROFILM <input type="checkbox"/> PLANS <input type="checkbox"/> OTHER (Specify)	<input type="checkbox"/> SUBJECT CLASSIFICATION <input type="checkbox"/> NAME <input type="checkbox"/> CONTRACT NO. <input type="checkbox"/> OTHER (Specify)	

QUOTE ANY EXISTING DISPOSAL AUTHORITY	CONTINUING AUTHORITY REQUESTED <input type="checkbox"/> YES <input type="checkbox"/> NO	RETENTION PERIOD(S)
---------------------------------------	--	---------------------

RECORDS RELATED TO  
(Describe major subjects, functions, etc.)

(Indicate whether the records described relate to headquarters and/or field offices)

DATE	APPROVED DIRECTOR, FINANCIAL AND ADMINISTRATION BRANCH, OR EQUIVALENT	DATE	APPROVED REPRESENTATIVE OF THE AUDITOR GENERAL
------	--	------	---

## PUBLIC ARCHIVES LIMITATIONS APPLICABLE TO THIS AUTHORITY

	DATE	APPROVED
--	------	----------

DOMINION ARCHIVIST

## RECORDS MICROFILMING SUBMISSION

DEPARTMENTAL SUBMISSION NO.

PUBLIC ARCHIVES OF CANADA  
FILE NO.

### INSTRUCTIONS

**A.** DEPARTMENTS WILL SUBMIT THIS APPLICATION, WITH ATTACHMENTS IF APPLICABLE, IN DUPLICATE TO — THE DIRECTOR, RECORDS MANAGEMENT BRANCH, PUBLIC ARCHIVES RECORDS CENTRE, TUNNEY'S PASTURE OTTAWA.

**B.** TECHNICAL ADVICE ON MICROFILMING TECHNIQUES, EQUIPMENT AND COST ESTIMATING MAY BE OBTAINED FROM THE CENTRAL MICROFILM UNIT, PUBLIC ARCHIVES OF CANADA, OTTAWA.

### ► RECORDS LOCATION

DEPARTMENT		BRANCH/DIVISION	
ROOM NO.	BUILDING	STREET	CITY

SIGNATURE OF RECORDS MANAGER

DATE

NAME OF DEPT'L OFFICER IN CHARGE OF MICROFILM PROJECT

TEL. NO.

I HEREBY CERTIFY THAT I HAVE NO OBJECTION TO THE DISPOSAL OF THE RECORDS AND/OR MICROFILMS AS PROPOSED IN THIS FORM

DIRECTOR FINANCIAL AND ADMINISTRATION BRANCH OR EQUIVALENT

DATE

AUDITOR GENERAL'S REPRESENTATIVE

DATE

### ► RECORDS DESCRIPTION

NAME OF CREATING DEPARTMENT BRANCH, DIVISION OR OTHER							DATING	FROM (YR.)	TO (YR.)
PHYSICAL FORM	FILES	MAPS	PLANS	OTHER (SPECIFY)	ARRANGED BY	SUBJECT	ALPHA.	NUMERICALLY	OTHER (SPECIFY)
RELATING TO (FILE SERIES, SUBJECT MATTER AND OTHER INFORMATION)									
QUANTITY									
CUBIC FT.									
NO. OF ITEMS									
SIZE									

### ► MICROFILMING

PURPOSE					MODE				FILM DUPLICATION		
INFORMATION RETRIEVAL	ACQUISITION FROM ANOTHER SOURCE	DISTRIBUTION OF INFORMATION			16MM	ROLL	C.O.M.	SILVER	DIRECT DUP. SILVER		
SECURITY	SAVINGS IN SPACE	COMPUTER OUTPUT			35MM	APERTURE CARDS	JACKETS	DIAZO			
DUPLICATION OF INFORMATION	SAVINGS IN EQUIPMENT				105MM	FICHE		KALVAR			

NOTE: BEFORE COMMENCEMENT OF MICROFILMING AN ARC-32 REQUISITION FOR MICROFILM SERVICES MUST BE COMPLETED.

### ► DISPOSAL ARRANGEMENTS

ORIGINAL RECORDS	RETAIN IN DEPT.	REASON FOR RETENTION	TRANSFER TO	DESTROY IMMEDIATELY OR	AFTER RETENTION OF YEARS
	MICROFILM	RETAIN IN DEPT.	TRANSFER TO	DESTROY AFTER	YEARS

### ► FOR PUBLIC ARCHIVES USE

ESTIMATED COST OF MICROFILMING	DATE	RECOMMENDED
		DOMINION ARCHIVIST

COMMENTS

## **Appendix E**

### **SCHEDULING RULES AND SUGGESTIONS**

When departments and agencies are determining retention periods for records, they should apply the following general questions to each group of records:

1. Has all action on the records been concluded or has the information on file served its purpose? Would any information contained therein be of further significant value either for administrative, legal, fiscal or research purposes to the creating department or agency, or to any other governmental department or agency?
2. What, if any, are the statutory requirements concerning the retention period of the record? Will the records or information be required to support a claim by the government, or to refute one against the government?
3. Will the records or information be required for the protection of the civil, legal, property or other rights of the government or the general public?
4. Do other departments or agencies retain copies of the records?
5. Is the substance of the records available in a more permanent form such as in an annual report or other comprehensive document?
6. What would be the cost of maintaining the records for a lengthy period of time, and what would be the possible future value to be obtained compared to this cost?
7. What is the frequency of reference to the records?
8. Are the records necessary to the creating department or to the Public Archives of Canada to document the agency's activities or its historical development?



## Appendix F

### THE HISTORICAL VALUE IN RECORDS

The Dominion Archivist, assisted and advised by members of the Historical Branch of the Public Archives of Canada, is charged with the responsibility of selecting and preserving all historically valuable records produced by the Government of Canada. In order to fulfill its responsibilities, the Public Archives of Canada must review all proposals for the disposal of records by departments and designate historically valuable materials for transfer to the Public Archives of Canada.

Departments and agencies are required to develop sound file classification systems, designate definite retention periods and apply the schedules to their records. Departments should mark files which they consider to be of historical significance, thus assisting the Archivists in their job of selection.

Records are preserved for a variety of reasons. In the Canadian Government, they may have one or all of several values:

1. Administrative value to a department or agency;
2. Legal value to a department or agency or to the people whom it serves;
3. Fiscal value to a department or agency or to the people whom it serves; and
4. Archival, historical or research value to economists, statisticians, political scientists and historians.

The archival or research value is the actual "Historical Value" in records. The records considered of permanent (i.e. historical value) are those that show:

1. The organization and administrative history of the department or agency;
2. The policies followed by a department or agency and the various reasons for their adoption;
3. The department's or agency's working methods;
4. Its specific individual transactions insofar as they establish a legal status of any kind, or as they may be presumed to have a general and continuing interest; and
5. The general social, economic or other conditions with which the department or agency dealt.



## **IV**

## **INDEX**

Note: A separate index to the Comptroller of the Treasury Schedule will be found immediately after  
that appropriate appendix.



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Note: A.P. means Accounts Payable : A.R. means Accounts Receivable

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